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City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - JANUARY 7, 1991

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson

Commissioner Munson presided

MINUTES: Regular Meeting of December 3, 1991

Action: Approve.

ANNOUNCEMENTS:

1. The Civil Service Commission has made the following changes to its meeting schedule for the months of January and February:
 - A. Due to the conflict with the legal holidays, the meetings of January 21, 1991 and February 18, 1991 are cancelled.
 - B. The Commission will hold a Special Meeting on January 28, 1991 at 5 P.M. in Room 52A (Basement) City Hall for Salary Standardization for Fiscal Year 1991-92.
 - C. The Commission will meet as scheduled on February 4, 1991.

2. Announcement of Closed Meetings:

- A. The recessed meeting of the Civil Service Commission of August 27, 1990 was reconvened on Monday, January 7, 1991 at 12 Noon in Room 154C City Hall. This meeting in closed session was held pursuant to Section 54957 of the Government Code of the State of California for the exclusive purpose of discussing the appeals of Robert Del Torre and Michael J. Gallegos in the examination for Class Q50 Sergeant, San Francisco Police Department, in accordance with the appeal procedure dictated by the Supplemental Order of the United States District Court in the matter of the Officers for Justice, et al. versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP).

Present were Commissioners Munson, Mickins and Donovan. The Commission unanimously denied both appeals.

- B. The Civil Service Commission met in closed session on Monday, January 7, 1991 at 12:30 P.M. in Room 154C City Hall in accordance with California Government Code Sections 54956.9 and 54957 to discuss pending litigation in the matters of Loomis, et al. v. Silverman, et al. (Superior Court Number 811-096); United States of America v. City and County of San Francisco (USDC C84-7089); the Officers for Justice, et al. versus the City and County of San Francisco, et al. (USDC C73-0657 RFP and C77-2884 RFP); a matter of potential litigation; and, a personnel matter.

Present were Commissioners Munson, Mickins and Donovan. In the matter of potential litigation, the Commission delegated to the General Manager, Personnel the latitude to determine with the City Attorney the appropriate language for the findings. The Commission took no action on the other four items.

CLASSIFICATION MATTERS

1163-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 18)

December 3, 1990:

1. Contract Number 450-90/91 over to the meeting of January 7, 1991 at the request of the Airports Commission.
2. Contract Number 471-90/91 over to the meeting of January 7, 1991 as recommended by the General Manager, Personnel.

CLASSIFICATION MATTERS (cont.)

1163-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	450-90/91	Airport	Jack Hopkins, Inc.
	471-90/91	Public Health	Withbert W. Payne, CPA, A Professional Corporation
	Action:	1. Contract Number 450-90/91 over to the meeting of February 4, 1991 by Commission action.	
		2. Adopt staff report on Contract Number 471-90/91; notify the Offices of the Controller and the Purchaser.	
1170-90	Survey of Class 8222 Housing Authority Police Officer positions in the San Francisco Police Department. (Calendar Item No. 9)		
	Action:	Adopt staff report.	
	1.	Notify the Salary Division and the Mayor's Employee Relations Division to include the following in the Fiscal Year 1991-92 Salary Standardization Ordinance for Class 8222 Housing Authority Police Officer: "When assigned the duties of the Q2 Police Officer, Class 8222 shall be paid the salary schedule the top step of which is closest to but does not exceed the top step of the Q2 Police Officer salary range."	
1176-90	Amendment to class specifications for Class 8304 Deputy Sheriff and Class 8306 Senior Deputy Sheriff. (Calendar Item No. 10)		
	Action:	Adopt staff report; amend the specifications for Class 8304 Deputy Sheriff and Class 8306 Senior Deputy Sheriff. Draft class specifications as detailed in the staff report.	
1179-90	Request from the Department of Public Health to establish a new class of Assistant Chief, Paramedic Division. (Calendar Item No. 11)		
	Action:	Adopt staff report.	

CLASSIFICATION MATTERS (cont.)

1179-90
(cont.)

1. Establish a new Class 2531 Assistant Chief, Paramedic Division (1990/91 schedule J,Z 62.7 \$1946B2365). Draft class specification as detailed in the staff report.
2. Allocate one position budgeted as A029 Assistant Chief Paramedics (J \$1946B2365) to Class 2531 Assistant Chief, Paramedic Division (Sch. J,Z 62.7 \$1946B2365).
3. Amend Annual Salary Ordinance Section 864100 accordingly.
4. Advise the Department of Public Health to amend the 1991/92 budget to reflect these actions.
5. Advise the Civil Service Examination Division to conduct an examination for the new class.

1180-90 Review of requests for approval of proposed personal services contracts with short-doyle funding. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
483-90/91	Public Health	Baker Places, Inc.
484-90/91	Public Health	Bay Area Addiction Research and Treatment Services, Inc.
485-90/91	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc.
486-90/91	Public Health	Chemical Awareness and Treatment Services, Inc.
487-90/91	Public Health	Haight Ashbury Free Clinics, Inc.
488-90/91	Public Health	Henry Ohlhoff House, Inc.
489-90/91	Public Health	Horizons Unlimited of S.F., Inc.
490-90/91	Public Health	North of Market Senior Services, Inc.
491-90/91	Public Health	Pacific Mental Health Services, Inc./Operation Concern

CLASSIFICATION MATTERS (cont.)

1180-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	492-90/91	Public Health	Regents of the University of California/Program for AIDS Counseling & Education
	493-90/91	Public Health	Walden House, Inc.
	494-90/91	Public Health	Vargas, Cruz and Patel
	Action:	Adopt staff report; notify the Offices of the Controller and the Purchaser.	

1181-90 Review of requests for approval of proposed personal services
contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
495-90/91	Airport	AGS, Inc.
496-90/91	Airport	Law Enforcement Psychological Services
497-90/91	CAO	Rhonda M. Abrams Management Consulting Services
498-90/91	CAO	MacKenzie Communications
499-90/91	CAO	Haight Ashbury Neighborhood Council
500-90/91	CAO	S.F. Junior Chamber of Commerce
501-90/91	Civil Service Commission	To be determined
502-90/91	Controller	OBS Companies, Inc.
503-90/91	Controller	CSW
504-90/91	Controller	Professional Consulting Network
505-90/91	Controller	Tri-Pacific Consulting Corp.
506-90/91	Controller	Bedford Consultants, Inc.
507-90/91	Human Rights Commission	Project Sentinel

CLASSIFICATION MATTERS (cont.)

1181-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	508-90/91	Mayor	Catholic Charities-Status Offender Supervision
	509-90/91	Mayor	Young Community Developers, Inc.
	510-90/91	Mayor	San Francisco Educational Services
	511-90/91	Mayor	Catholic Charities-Sunset Office
	512-90/91	Mayor	Community Boards Program
	513-90/91	Mayor	Ella Hill Hutch C.C.
	514-90/91	Mayor	Chinatown Youth Center
	515-90/91	Mayor	Real Alternatives Program
	516-90/91	Mayor	Potrero Hill Neighborhood House
	517-90/91	Mayor	Visitation Valley Community Center
	518-90/91	Mayor	San Francisco S.A.F.E.
	519-90/91	Mayor	O.M.I Pilgrim Community Center
	520-90/91	Mayor	Bayview-Hunter's Point Foundation
	521-90/91	Police	Law Enforcement Psychological Services, Inc.
	522-90/91	Port	Cresap, A Towers Perrin Co.
	523-90/91	Public Health	Bay Area Medical Transcription Service
	524-90/91	Public Health	STS Supertypes Services
	525-90/91	Public Health	University of California/SFGH
	526-90/91	Public Health	University of California-SFGH Family Planning

CLASSIFICATION MATTERS (cont.)

1181-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	527-90/91	Public Health	University of California, S.F. Urban Health Study
	528-90/91	Public Health	Bayview Hunter's Point Foundation - Afterquake Project
	529-90/91	Public Health	Aquarius Public Management, Inc.
	530-90/91	Public Health	Catholic Charities
	531-90/91	Public Health	UCSF/AIDS Health Project
	532-90/91	Public Health	Shanti Project
	533-90/91	Public Health	Japanese Community Youth Council
	534-90/91	Public Health	Filipino Task Force on AIDS
	535-90/91	Public Health	Bayview Hunter's Point Foundation
	536-90/91	Public Health	Asian Aids Project/Asian American Recovery Services
	537-90/91	Public Utilities Commission	Camp Dresser & McKee
	538-90/91	Public Utilities Commission	EIP Associates
	539-90/91	Public Utilities Commission	Foster Engineering, Inc.
	540-90/91	Public Works	Miller Pipeline Corporation
	541-90/91	Public Works	S.F. Community College District
	542-90/91	Public Works	Harding Lawson Associates
	543-90/91	Public Works	The Mattox Group
	544-90/91	Public Works	Oracle Corp.
	545-90/91	Public Works	Woodward-Clyde Group, Inc.
	546-90/91	SFUSD	Wayne Osaki

CLASSIFICATION MATTERS (cont.)

1181-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	547-90/91	Sheriff	Anita Day
	548-90/91	Sheriff	Geese Theatre Company
	549-90/91	Social Services	Don Cohon
	550-90/91	Social Services	Cross Cultural Family Center
	551-90/91	Social Services	St. Patrick's Day Care Center
	552-90/91	Social Services	Florence Crittenton Services
	553-90/91	Social Services	Family Service Agency of S.F.
	554-90/91	Social Services	Economic Opportunity Council
	555-90/91	Social Services	Mission Childcare Consortium, Inc.
	556-90/91	Social Services	Audrey L. Smith Developmental Center
	557-90/91	Social Services	Community Housing Partnership
	558-90/91	Social Services	Alternative Family Service
	559-90/91	Social Services	University of California: Clearing House for Drug-Exposed Infants
	560-90/91	Social Services	Tenderloin Housing Clinic
	561-90/91	Civil Service Commission	Janet Bowmer
	562-90/91	Civil Service Commission	Emily White
	563-90/91	Civil Service Commission	Don Harrison
Action:	Adopt staff report; notify the Offices of the Controller and the Purchaser.		

CLASSIFICATION MATTERS (cont.)

1182-90 Classification of positions in various City departments.
(Calendar Item No. 7)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ SFGH	1	A758 Director of Financial Operations (Sch. 68.6 \$2596B3155)	1675 Supervising Fiscal Officer (Z Sch. 66.2 \$2309B2806)
Public Utilities Commission	1	A785 Water Resources and Planning Manager (J, 2607B3169)	Establish Class 5164 Water Resources and Planning Manager (J,Z Sch. 68.7 \$2607B3169) Draft class specification as detailed in the staff report.
	1	1876 Data Processing Systems & Programming Supervisor (Sch. 62.0 \$1881B2287)	Same

Action: Adopt staff report.

1185-90 Survey of nine General Fund positions and related grant fund
positions in the Victim/Witness Bureau and the Integrated Police
Prosecution Unit of the District Attorney's Office.
(Calendar Item No. 12)

Action: Adopt staff report.

1. Establish the following new classifications:
 - a. 8129 Victim/Witness Investigator I (J, Sch 52.1
\$1169B1414).
 - b. 8131 Victim/Witness Investigator II (J, Sch. 54.0
\$1279B1550).
 - c. 8133 Victim/Witness Investigator III (J, Z Sch
57.6 \$1520B1844).

CLASSIFICATION MATTERS (cont.)

1185-90
(cont.)

- d. 8135 Assistant Chief Victim/Witness Investigator (J, Z Sch. 60.6 \$1756B2135).
 - e. 8137 Chief Victim/Witness Investigator (J, Z Sch. 63.6 \$2033B2472).
 - f. 8104 Victim and Witness Technician (J, Sch. 47.7 \$947B1147). Draft class specifications as detailed in the staff report.
2. Allocate one position approved in the budget as 8454 Criminal Justice Specialist III (Z, Sch. 61.3 \$1818B2209) to the new class of 8135 Assistant Chief Victim/Witness Investigator.
 3. Allocate three positions approved in the budget as 8452 Criminal Justice Specialist II (Z, Sch. 58.0 \$1550B1881) to the new class of 8133 Victim/Witness Investigator III.
 4. Allocate one position approved in the budget as 8450 Criminal Justice Specialist I (Sch. 53.3 \$1237B1499) to the new class of 8133 Victim/Witness Investigator III.
 5. Allocate one position approved in the budget as 8448 Court Alternative Specialist II (Z, Sch. 55.4 \$1368B1658) to the new class of 8133 Victim/Witness Investigator III.
 6. Allocate two positions approved in the budget as 8106 Legal Process Clerk (Sch. 46.3 \$887B1073) to 8132 District Attorney's Investigative Assistant (Sch. 52.1 \$1169B1414).
 7. Allocate one position approved in the budget as A072 Victim and Witness Technician (J, Sch. 47.7 \$947B1147) to the new class of 8104 Victim and Witness Technician.
 8. Approve requisitions for grant funded positions as enumerated in the report.
 9. Advise the Department to submit a supplemental appropriation.
 10. Amend Section 04/01/00/1501/01001/303081/07501/001 of the Annual Salary Ordinance administratively.

COMPENSATION MATTERS

2386-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 8)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Lorceli Coquia 1426 Senior Clerk Typist	SFCCD	5	5
Genaro Velasco 2310 Surgical Procedures Technician	Public Health	5	5
Patrick Duterte 2969 Assistant Director, Social Services Programs	Social Services	3	3
Minerva Escalona 1424 Clerk Typist	Public Health	2	2
Evelyn Hogan-Jackson 1235 Affirmative Action Coordinator	Civil Service Commission	5	5
Karen Pierce 2969 Assistant Director, Social Services Programs	Social Services	5	5
Chi Kuen Yu 5254 Associate Mechanical Engineer	Public Utilities Commission	2	2
All appointments in Class 2555 Physical Therapy Assistant	Public Health	3	3

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
James E. Loyce A122 Multi-Service Director	Social Services	5	5 6/30/91
Dung Nguyen 9772 Community Development Specialist	Mayor	3	3 6/30/91

COMPENSATION MATTERS (cont.)

2386-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Lynn Wellington 1446 Secretary II	Airport	5	5 6/30/91
Edan Lum 2450 Pharmacist	Public Health	5	5 6/30/91
Martha Jimenez A067 Legislative Policy Analyst	Board of Supervisors	3	3 6/30/91
Del Price A067 Legislative Policy Analyst	Board of Supervisors	5	5 6/30/91
Mary Jane Sylvia 8169 Legislative Assistant	City Attorney	5	5 6/30/91
Ralph Jacobsen 1880 Chief of Systems	CAO	2	2 6/30/91
Deborah Walters 1446 Secretary II	CAO	3	3 6/30/91
Clark Bell 1872 Programmer Analyst	Controller	3	3 6/30/91
Robert Gotowski 1864 Senior Systems and Procedures Analyst	Controller	2	2 6/30/91
Corrine Hagan 1819 MIS Specialist III	Controller	5	5 6/30/91
Sandra Kleinfeld 1818 MIS Specialist II	Controller	5	5 6/30/91
Marcia Lake 1866 Systems and Procedures Supervisor	Controller	3	3 6/30/91
Jack Marshall 1821 MIS Manager	Controller	3	3 6/30/91
Scott Miller 1801 Supervising Performance Auditor	Controller	5	5 6/30/91

COMPENSATION MATTERS (cont.)

2386-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Kenneth Tashien 1880 Chief of Systems	Controller	3	3 6/30/91
Mark Tipton 1805 Associate Performance Auditor	Controller	3	3 6/30/91
Alan Wong 1246 Principal Personnel Analyst	Fire	5	5 6/30/91
Etienne LeGrand 1823 Senior Administra- tive Analyst	Mayor	3	3 6/30/91
Charles Robbins 9782 Assistant to Mayor I	Mayor	2	2 6/30/91
Gerardo Sandoval 9782 Assistant to Mayor I	Mayor	2	2 6/30/91
Kathleen Hurley 1248 Assistant Division Manager, Personnel	Police	5	5 6/30/91
Thomas A. Girlich 1823 Senior Administrative Analyst	Port	5	5 6/30/91
Margaret Roberts 1464 Medical Clerk Stenographer	Public Health	3	3 6/30/91
Mary McParland 1446 Secretary II	Public Health	5	5 6/30/91
Dennis Y. Sato 2143 Hospital Assistant Administrator	Public Health	4	4 6/30/91
George Lemp 2804 Epidemiologist III	Public Health	3	3 6/30/91

COMPENSATION MATTERS (cont.)

2386-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Aaron Lara 1736 Computer Operator II	Public Health	5	5 6/30/91
Thomas Fenwick 1737 Senior Computer Operator	Public Health	3	3 6/30/91
Larry Mitchell 1737 Senior Computer Operator	Public Health	5	5 6/30/91
Marsha Herring 2593 Health Program Coordinator III	Public Health	3	3 6/30/91
Paula Connors 1665 Director of Patient Accounts	Public Health	4	Off Calendar
Brian Katcher 2454 Clinical Pharmacist	Public Health	5	5 6/30/91
Ron Lathouwers 2143 Hospital Assistant Administrator	Public Health	2	Off Calendar
George McBride 1821 MIS Manager	Public Library	5	5 6/30/91
Jaimie R. Levin 9148 Director of Commission Affairs, Municipal Railway	Public Utilities Commission	2	2 6/30/91
David Robinett 3339 Assistant Zoo Director	Recreation and Park	5	5 6/30/91
Karen Sue Sarlo 1312 Public Information Officer	SFUSD	5	5 6/30/91
Alan Briscoe 1818 MIS Specialist II	Social Services	5	5 6/30/91

COMPENSATION MATTERS (cont.)

2386-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Ashour Bebla 1821 MIS Manager	Social Services	5	5 6/30/91
Waynette Wash 1458 Legal Secretary I	Tax Collector	4	4 6/30/91

- Action:
1. The matters relating to Paula Connors and Ron Lathouwers under Part B were placed off calendar at the request of the Department of Public Health.
 2. Adopt staff report on all remaining items.

EXAMINATION MATTERS

3197-90 Appeal by Captain Peter Roybal of staff determination denying his challenges to the ethnicity identifications of individuals on the tentative eligible list for Class H-40 Battalion Chief.
(Calendar Item No. 19)

September 17, 1990: Refer to staff for further investigation and subsequent report to the Civil Service Commission.

- November 5, 1990:
1. Sustain Captain Roybal's challenge of Thomas Santoro.
 2. Defer action on remaining challenges; Civil Service Commission staff to provide further documentation at the November 19, 1990 meeting.

- November 5, 1990:
3. Staff to provide a report indicating number of employees of the San Francisco Fire Department changing ethnic identification and what those changes were.
 4. City Attorney to research and to report back on the Commission's inquiry regarding the preparation and posting of ethnic identification of San Francisco Fire Department employees.

EXAMINATION MATTERS (cont.)

- 3197-90 November 19, 1990: Over to the meeting of December 3, 1990 at
(cont.) the request of the City Attorney's Office.
- December 3, 1990:
1. Re challenge by Captain Peter Roybal of ethnic designation of Frank Cercos: Adopt staff report; deny challenge.
 2. Re challenge by Captain Peter Roybal of ethnic designation of Richard Seyler: Over to the meeting of January 7, 1991.
 3. The General Manager, Personnel to develop a procedure to be presented to the Commission at the meeting of January 7, 1991 to notify interested parties of public information regarding eligibles on promotional lists in the San Francisco Fire Department. This procedure to include proposed language for promotional examination announcements, details of content of information to be provided, procedure for protest/challenge of ethnic self-designations and other necessary items.
- Action:
1. Adopt staff report; deny appeal of Captain Peter Roybal re challenge of Richard Seyler.
 2. Approve proposed procedure submitted by the General Manager, Personnel re notification to interested parties of public information regarding eligibles on promotive lists in the San Francisco Fire Department.
- 3285-90 Request from the Department of Public Health to announce and
administer three combined entrance/promotional examinations.
(Calendar Item No. 14)
- Action: Direct the Civil Service Commission Examination Division
to administer the following examinations with staff
assistance provided by the Department of Public Health
Decentralized Examination Unit:
- 1666 Financial Director, Department of Public Health
1675 Supervising Fiscal Officer
2352 Assistant Director of Nursing - Staff Development
and Research

IN-SERVICE MATTERS

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 21)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

August 6, 1990: 1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.

2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.

3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.

4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.

IN-SERVICE MATTERS (cont.)

- 4989-90 December 3, 1990: Over to the meeting of January 7, 1991 at
(cont.) the joint request of the City Attorney's
 Office and Attorney David Clisham.
- Action: Over to the meeting of February 4, 1991 at the joint
 request of the City Attorney's Office and Attorney David
 Clisham.
- 6418-90 Ratification of action of the General Manager, Personnel pursuant to
 the provisions of Charter Section 3.501 for the period from
 October 1, 1990 to December 31, 1990. (Calendar Item No. 13)
- Action: Approve.
- 6751-90 Appeal by Captain Peter Roybal of staff determination denying his
 challenge of Lawrence Giovacchini's ethnicity identification.
 (Calendar Item No. 20)
- Action: Adopt staff report; deny appeal of Captain Peter Roybal
 re challenge of Lawrence Giovacchini.
- 6752-90 Appeal of action of the General Manager, Personnel to delay the
 return to duty of Zoraina James for positions in Class 2940 Child
 Welfare Worker. (Calendar Item No. 22)
- Action: Over to the meeting of February 4, 1991 by joint
 agreement of Ms. James' attorney and the staff.
- 6753-90 Resolution of Commendation for Carlota Texidor del Portillo, for
 outstanding public service while a member of the Civil Service
 Commission. (Calendar Item No. 4)
- Action: Adopt.

IN-SERVICE MATTERS (cont.)

6779-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 15)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 7, 1991

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Reconsideration of Civil Service Commission action of November 5, 1990 due to clerical error of mailing notice of hearing to incorrect address:

Albert Dixon, 2736 Porter, 7/E-56, Department of Public Health, San Francisco General Hospital Medical Center, 10/12/90.
(Calendar Item No. 31) (3)

November 5, 1990: Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health.

December 3, 1990: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

Action: Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health.

Jack F. Fitzpatrick, H2 Firefighter, 115/E-24, San Francisco Fire Department, 4/12/90. (Calendar Item No. 30) (6)

June 18, 1990: Off calendar at the request of Mr. Fitzpatrick's attorney. Mr. Fitzpatrick to notify the Assistant Secretary when prepared to proceed. Ineligible for employment in any position covered by the City and County of San Francisco civil service system pending final Civil Service Commission action.

Action: Over to the meeting of March 18, 1991 at the request of Mr. Fitzpatrick's attorney.

Wanda Geter, 1424 Clerk Typist, 8/CPE-167, Department of Social Services, Fiscal Division, 11/8/90. (Calendar Item No. 32) (7)

December 3, 1990: Over to the meeting of January 7, 1991 at the request of the Department of Social Services.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service, medical certification of ability and capacity to perform all required duties. Not to be employed again by the Department of Social Services.

Anthony Jones, 8204 Institutional Police Officer, 31/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 10/11/90. (Calendar Item No. 26) (4)

November 5, 1990: Over to the meeting of December 3, 1990 at Mr. Jones' request.

December 3, 1990: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

Action: Over to the meeting of February 4, 1991 at the request of the Department of Public Health.

Eucebio Maceo, 7514 General Laborer, 16/E-11, Recreation and Park Department, 11/30/90. (Calendar Item No. 29) (4)

Action: Return name to list for Class 7514 General Laborer.

Wyatt C. McIntyre, 3372 Animal Control Officer, LT, Department of Animal Care and Control, 11/9/90. (Calendar Item No. 34) (7)

December 3, 1990: Over to the meeting of January 7, 1991 at Mr. McIntyre's request.

Action: Approve. Cancel all current examination and eligibility status. Not to be employed again by the Department of Animal Care and Control.

Leela Molex, 7514 General Laborer, 263/E-5, Public Utilities Commission, San Francisco Water Department, 11/3/90. (Calendar Item No. 33) (7)

Action: Over to the meeting of March 4, 1991 at Ms. Molex's request.

Lucina Montejano, 1426 Senior Clerk Typist, 9/CPE-207, Department of Public Health, San Francisco General Hospital Medical Center, 12/10/90. (Calendar Item No. 28) (4)

Action: Return name to list for Class 1426 Senior Clerk Typist under waiver until waiver removed by the General Manager, Personnel after evidence submitted of one year of satisfactory work experience outside the City and County Service.

Khai Nguyen, 1866 Systems and Procedures Supervisor, 4/CPE-5, Controller's Office, Information Services Division, 12/7/90. (Calendar Item No. 24) (5)

Action: Approve. Reinstate to a position in the class from which promoted in Class 1864 Senior Systems and Procedures Analyst. Return name to list for Class 1866 Systems and Procedures Supervisor. Not to be employed again by the Controller's Office until 1993.

Warren Schreiber, 7335 Senior Stationary Engineer, 2/CPE-5, Department of Public Health, San Francisco General Hospital Medical Center, 10/13/90. (Calendar Item No. 25) (3)

Action: Over to the meeting of February 4, 1991 at Mr. Schreiber's request.

Mark Wittenberg, 2940 Child Welfare Worker, 42/E-49, Department of Social Services, Family and Children's Services, 12/10/90. (Calendar Item No. 27) (4)

Action: Over to the meeting of February 4, 1991 at Mr. Wittenberg's request.

GENERAL MANAGER'S REPORT. (Calendar Item No. 16)

- A. Preliminary Report on Civil Service Commission Budget Request for Fiscal Year 1991-92.

Report submitted. No action taken.

- B. Other matters.

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 17)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 35)

None.

A D J O U R N M E N T



City and County of San Francisco

CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING MINUTES

JANUARY 28, 1991

ROOM 52A (BASEMENT) CITY HALL

5 P.M.

DOCUMENTS DEPT.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson

Commissioner Munson presided

JAN 31 1991
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2020-91 Salary Standardization - Fiscal Year 1991-92. (Calendar Item No. 1)

Action: Adopt staff report; post for two weeks, forward to the Board of Supervisors.

2006-91 Pay Equity Report for Fiscal Year 1991-92. (Calendar Item No. 2)

- Action:
1. Staff directed to conduct a study of pay equity to reevaluate percentage and other criteria used.
 2. Adopt staff report; forward to the Mayor and the Board of Supervisors with letter expressing the Commission's concern on the continued use of the merged data method.



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JAN 31 1991

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4055-91 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes in the Animal Care and Control Series from six months to one year. (Calendar Item No. 1)

Action: Post for adoption at the meeting of February 4, 1991.



City and County of San Francisco
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JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - MARCH 4, 1991

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

DOCUMENTS DEPT.

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Commissioner Munson presided

MINUTES: Regular Meeting of February 4, 1991

Action: Approve.

ANNOUNCEMENTS:

1. The recessed meeting of the Civil Service Commission of August 27, 1990 reconvened on Monday, February 11, 1991 at 5 P.M. in Room 154C City Hall. This meeting was held pursuant to Section 54957 of the Government Code of the State of California to discuss appeals in the examination for Class Q50 Police Sergeant, San Francisco Police Department, and Class Q35 Assistant Inspector, San Francisco Police Department, in accordance with the appeal procedure dictated by the Supplemental Order of the United States District Court in the matter of the Officers for Justice, et al. versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP).

Present were Commissioners Munson, Mickins and Donovan.

ANNOUNCEMENTS (cont.)

The Commissioners unanimously took the following action:

1. Deny appeals of Frank Palma and Donald Woolard in the examination for Class Q50 Police Sergeant, San Francisco Police Department.
2. Deny appeal of Leanna Dawydiak in the examination for Class Q35 Assistant Inspector, San Francisco Police Department.

This meeting recessed to the call of the chair.

2. The Civil Service Commission met in closed session on Monday, March 4, 1991 at 12:30 P.M. in Room 154C City Hall pursuant to Sections 54956.9 and 54957 of the Government Code of the State of California to confer with the City Attorney regarding pending and potential litigation in the matters of Loomis, et al. v. Silverman, et al. (S.Ct. 811-096) and Ray versus the City and County of San Francisco (S.Ct. 807-055); and to discuss a personnel matter.

Present were Commissioners Munson, Mickins, Donovan, Rios and Uyehara.

1. In the matter of Loomis v. Silverman: no action taken.
 2. In the matter of Ray v. City and County of San Francisco: no action taken.
 3. In the personnel matter: no action taken.
3. The Civil Service Commission will hold a Special Meeting on Monday, March 11, 1991 at 1:30 P.M. in Room 52A (Basement) City Hall for the following purposes related to Salary Standardization for Fiscal Year 1991-92:
 1. to consider private sector wage data compiled by the Bay Area Salary Survey Committee (BASSC) pursuant to Charter Section 8.407;
 2. to consider requests for internal adjustments for various classes; and,
 3. to consider and transmit wage data and proposed schedules of compensation for Fiscal Year 1991-92 Salary Standardization pursuant to Charter Sections 8.401, 8.407 and 8.407-1.

CLASSIFICATION MATTERS

1006-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 20)

- February 4, 1991:
1. Contract Number 566-90/91 over to the meeting of March 4, 1991 by Commission action.
 2. Contract Number 579-90/91 over to the meeting of March 4, 1991 at the request of Local 21.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
566-90/91	Airport	Jack Clancy and Associates
579-90/91	Public Utilities Commission	LS Transit Systems

Action:

1. Contract Number 579-90/91 over to the meeting of March 18, 1991 at the request of Local 21.
2. Contract Number 566-90/91 over to the Special Meeting of March 11, 1991. Staff to explore the possibilities of work-ordering the funds to the Civil Service Commission from the Airport.

1023-91 Review of requests for approval of proposed personal services contracts with Short-Doyle funding. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
590-90/91	Public Health	University of California/ A.I.D.S. Health Project
591-90/91	Public Health	Westside Community Mental Health Center, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1024-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
592-90/91	Asian Art Museum	Rutherford and Chekene Consulting Engineers

CLASSIFICATION MATTERS (cont.)

1024-91 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	593-90/91	Civil Service Commission	Odette Pollar
	594-90/91	Civil Service Commission	Andrew Johnson
	595-90/91	Civil Service Commission	Joe Ravacini
	596-90/91	Controller	Melotech, Inc.
	597-90/91	Public Health	Weissburg and Aronson, Inc.
	598-90/91	Public Health	YMCA of San Francisco
	599-90/91	Public Health	WuYee Children's Services
	600-90/91	Public Health	Lyon Martin Women's Health Services
	601-90/91	Public Health	Chinatown Youth Center
	602-90/91	Public Health	Bayview Hunters Point Foundation
	603-90/91	Public Health	Bay Area Addiction Research and Treatment (BAART)
	604-90/91	Public Health	Asian American Recovery Services-Pilipino Early Intervention Project
	605-90/91	Public Health	Bayview Hunter's Point Foundation
	606-90/91	Public Health	Glide Foundation
	607-90/91	Public Utilities Commission	Peter Moyle, Ph.D.
	608-90/91	Public Works	Trans Pacific Geotechnical Consultants, Inc.
	609-90/91	Recreation and Park	Noble Consultants
	610-90/91	Social Services	Family Support Services of the Bay Area
	611-90/91	Social Services	Ruth Rankin

CLASSIFICATION MATTERS (cont.)

1024-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
612-90/91	Social Services	Independent Housing Services
613-90/91	Superior Court	San Francisco Youth Courts, Inc.
614-90/91	Social Services	Monica Brady/"Baby Moms" Program

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1025-91 Classification of positions in various City departments.
(Calendar Item No. 8)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Mayor's Office	2	A112 Principal Employee Relations Representative (J, \$2221B2700)	Establish Class 1282 Principal Employee Relations Representative (J,Z Sch. 65.4 \$2221B2700) Draft class specification as detailed in the staff report.
	1	A113 Employee Relations Representative (J, \$1827B2221)	Establish Class 1281 Employee Relations Representative (J,Z Sch. 61.4 \$1827B2221) Draft class specification as detailed in the staff report.

CLASSIFICATION MATTERS (cont.)

1025-91 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	Mayor's Office (cont.)		(No budgeted class)	Establish Class 1280 Employee Relations Assistant (J,2 Sch. 55.2 \$1355B1642) Draft class specification as detailed in the staff report.
	Public Health/ Central Office	1	6120 Environmental Health Inspector (Sch. 60.7 \$1765B2145)	Same
		1	6137 Assistant Industrial Hygienist (Sch. 55.9 \$1401B1698)	Same
		1	6122 Senior Environmental Health Inspector (Sch. 62.2 \$1899B2309)	Same
		7	1428 Ward Clerk (Sch. 48.6 \$989B1197)	Same
	Public Health/ SFGH	1	1602 Calculating Machine Operator-Key Drive (Sch. 46.1 \$878B1062)	Over to the meeting of March 18, 1991
		1	1708 Senior Telephone Operator (Sch. 47.4 \$934B1131)	1404 Clerk (Sch. 44.6 \$818B989)
		1	2112 Medical Records Technician (Sch. 50.6 \$1088B1316)	Same
		11	2903 Eligibility Worker (Sch. 48.2 \$980B1174)	Same
		11	2908 Hospital Eligibility Worker (Sch. 51.1 \$1114B1349)	Same
		1	2909 Hospital Eligibility Supervisor (Sch. 57.1 \$1484B1800)	Same

CLASSIFICATION MATTERS (cont.)

1025-91 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	Public Health/ CMHS	1	2328 Nurse Practitioner (183582314)	2322 Head Nurse (\$195582518)
		1	2220 Physician (Sch. 67.4 \$244982977)	2586 Health Worker II (Sch. 46.6 \$89981088)
	PUC/Hetch Hetchy	1	1424 Clerk Typist (Sch. 45.4 \$85081027)	Same
	PUC/MUNI	2	7329 Electrical Maintenance Technician Assistant Supervisor (Sch. 63.5 \$202382459)	Same
	PUC/Water	1	1446 Secretary II (Sch. 49.4 \$102781243)	Same
		3	1426 Senior Clerk Typist (Sch. 47.3 \$92981125)	Same
		1	A050 Assistant Energy Specialist (\$130481580)	Establish Class 5604 Assistant Energy Specialist (J, Sch. 52.3 \$118081429) Draft class specification as detailed in the staff report.
Action:	1.	Matter related to classification of 1602 Calculating Machine Operator-Key Drive, Department of Public Health, position over to the meeting of March 18, 1991 at the request of Local 790.		
	2.	Adopt staff report on all remaining items.		

CLASSIFICATION MATTERS (cont.)

1026-91 Establishment of one new classification and amendment of specification for one existing classification in the Recreation and Park Department. (Calendar Item No. 9)

Action: Adopt staff report.

1. Establish new classification 3338 Assistant Zoo Director, Operations and Maintenance, (J,Z Sch. 62.0 \$1881B2287). Draft class specification as detailed in the staff report.
2. Retitle and amend the specification for Class 3339 Assistant Zoo Director to Assistant Zoo Director, Animal Management. Draft class specification as detailed in the staff report.

NOTE: RATE OF PAY DOES NOT CHANGE.

COMPENSATION MATTERS

2025-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 6)

February 4, 1991: Request by Port related to Veronica Sanchez on Part A over to the meeting of March 4, 1991 at the request of the Port.

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Veronica Sanchez 9382 Government and Public Affairs Manager	Port	4	4

Action: Off calendar at the request of the Port.

2026-91 Reconsideration of staff denial of a request from Carolyn Reilly, et al., for an internal salary adjustment for Class 2914 Social Work Supervisor. (Calendar Item No. 12)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 535.

Action: Off calendar at the request of Civil Service Commission staff.

COMPENSATION MATTERS (cont.)

- 2027-91 Reconsideration of staff denial of a request from SEIU, Local 535, for an internal salary adjustment for Class 2908 Hospital Eligibility Worker. (Calendar Item No. 21)
- February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 535.
- Action: Off calendar at the request of Local 535.
-
- 2028-91 Reconsideration of staff denial of a request from Social Workers for Equity for a salary adjustment for Class 2912 Senior Social Worker. (Calendar Item No. 13)
- February 4, 1991: Over to the meeting of March 4, 1991 at the request of Social Workers for Equity.
- Action: Off Calendar at the request of Civil Service Commission staff.
-
- 2031-91 Reconsideration of staff denial of a request from United Public Employees, Local 790, for an internal adjustment for Class 8272 Technical Instructional Assistant, Campus Control. (Calendar Item No. 22)
- February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 790.
- Action: Over to the Special Meeting of March 11, 1991 at the request of Local 790.
-
- 2032-91 Reconsideration of staff denial from Public Utilities Commission, San Francisco Municipal Railway for an internal adjustment to Class 7472 Wire Rope Cable Maintenance Mechanic. (Calendar Item No. 14)
- February 4, 1991: Refer to staff for report; over to the meeting of March 4, 1991.
- Action: Off calendar at the request of Civil Service Commission staff.

COMPENSATION MATTERS (cont.)

2033-91 Reconsideration of staff denial of a request from Operating Engineers, Local 3, for internal adjustments and other salary amendments. (Calendar Item No. 23)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 3.

Action: Over to the Special Meeting of March 11, 1991.

2034-91 Reconsideration of staff denial of a request from Operating Engineers, Local 3, on behalf of the Operating Engineers and Deputy Sheriff classifications for a survey of premium pay/working condition benefits pursuant to the Superior Court Schach decision. (Calendar Item No. 24)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 3.

Action: Over to the Special Meeting of March 11, 1991.

2035-91 Reconsideration of staff denial of a request from Neyhart, Anderson, Nussbaum, Reilly and Freitas for a salary adjustment for certain classes represented by the Laborers Union. (Calendar Item No. 25)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of the Laborers Union.

Action: Over to the Special Meeting of March 11, 1991 at the request of staff.

2036-91 Reconsideration of staff denial of a request from the Adult Probation Department for a salary adjustment for Class 8436 Chief Adult Probation Officer. (Calendar Item No. 15)

February 4, 1991: Refer to staff for report; over to the meeting of March 4, 1991.

Action: Off calendar at the request of Civil Service Commission staff.

COMPENSATION MATTERS (cont.)

2037-91 Reconsideration of staff denial of a request from the International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments.
(Calendar Item No. 16)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 21.

Action: Over to the meeting of March 11, 1991 at the request of Local 21.

2060-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Roberta Caniglia 2320 Registered Nurse	Public Health	5	5
Kim Tally 1862 System and Procedures Analyst	Public Health	4	4
Shahram Aghamir 5202 Junior Civil Engineer	Public Utilities Commission	5	5
Violeta Joaquin-Lee 1424 Clerk Typist	Airport	5	5
Michael McCarron 1817 Procedural Writer	Airport	5	5
Gregory Perini 6242 Plumbing Inspector	Public Works	5	5
Allison Lancaster 8260 Criminalist	Police	4	4

COMPENSATION MATTERS (cont.)

2060-91 B. TEMPORARY AND EXEMPT APPOINTMENTS
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Steve Arcelona 2948 Senior Social Service Supervisor	Social Services	3	Off calendar
Claudia Maduro 1807 MIS Technician II	Social Services	5	5 12/31/91
Ted Tucker 1850 Senior EDP Auditor	Controller	3	3 12/31/91
Bong Wong 5218 Structural Engineer	Airport	3	3 12/31/91
Anna Fisher 2320 Registered Nurse	Public Health	5	5 12/31/91
Muhjah Shakir 2548 Occupational Therapist	Public Health	5	5 12/31/91

- Action:
1. Item under Part B regarding Steve Arcelona off calendar at the request of the Department of Social Services.
 2. Adopt staff report on all remaining items.

EXAMINATION MATTERS

3026-91 Appeal of background rejection for Class Q2 Police Officer by Alan L. Gallant. (Calendar Item No. 28)

Action: Deny appeal; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- 3031-91 Appeal of background rejection for Class Q2 Police Officer by James P. Mieuli, Jr. (Calendar Item No. 26)
- February 4, 1991: Over to the meeting of March 4, 1991 at Mr. Mieuli's request.
- Action: Off calendar; appeal withdrawn.
-
- 3281-90 Appeal of background rejection for Class Q2 Police Officer by Jennifer Lambrecht. (Calendar Item No. 27)
- Action: Off calendar; appeal withdrawn.
-
- 3505-91 Appeal of staff denial of protests filed during the inspection of oral appraisal interview scores in the Class Q2 Police Officer examination. (Calendar Item No. 11)
- February 4, 1991: Appeal of John J. Murphy over to March 4, 1991 to allow Mr. Murphy to listen to a portion of the tape recording of his oral appraisal interview.
- Action: Off calendar; appeal withdrawn.

IN-SERVICE MATTERS

- 4173-91 Guidelines for Race and Ethnic Identification of employees. (Calendar Item No. 31)
- Action: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.
-
- 4178-91 Regarding the future employability of Sadie Y. Aki. (Calendar Item No. 17)
- Action: Off calendar at the request of the Department of Public Health pending resolution of discrimination complaint.

IN-SERVICE MATTERS (cont.)

4179-91 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 29)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990:
1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
 3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
 4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

IN-SERVICE MATTERS (cont.)

4989-90
(cont.)

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's Office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.

December 3, 1990: Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

January 7, 1991: Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

February 4, 1991: Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

Action: Over to the meeting of March 18, 1991 at the request of the City Attorney.

6752-90

Appeal of action of the General Manager, Personnel to delay the return to duty of Zoraina James for positions in Class 2940 Child Welfare Worker. (Calendar Item No. 30)

January 7, 1991: Over to the meeting of February 4, 1991 by joint agreement of Ms. James' attorney and the staff.

February 4, 1991: Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Ms. James' attorney.

Action: Over to the meeting of March 18, 1991 at Ms. James' request.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 4, 1991

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Donna Bittner, 2496 Radiologic Technologist Supervisor, 5/P-1, Department of Public Health, San Francisco General Hospital Medical Center, 1/23/91. (Calendar Item No. 36) (6)

Action: Over to the meeting of March 18, 1991 at Ms. Bittner's request.

Stephen Boyd, 2708 Custodian, 160/E-1, San Francisco Unified School District, 1/7/91. (Calendar Item No. 37) (6)

Action: Off calendar at Mr. Boyd's request. Mr. Boyd to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

Blease Brown, 1430 Transcriber Typist, 1/CPE-11, Department of Social Services, 2/6/91. (Calendar Item No. 44) (7)

Action: Over to the meeting of March 18, 1991 at the request of Department of Social Services.

Christina Cardoza, 2708 Custodian, 76/E-1, San Francisco Unified School District, 12/31/90. (Calendar Item No. 35) (4)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of the San Francisco Unified School District.

Action: Not to be employed again by the San Francisco Unified School District (Vote of 4 to 0: Commissioner Uyehara excused from voting by vote of the other Commissioners pursuant to Charter Section 3.500).

Gilbert Gutierrez, 7381 Automotive Mechanic, 20/E-8, Public Utilities Commission, San Francisco Municipal Railway, 1/18/91. (Calendar Item No. 40) (7)

Action: Off calendar at the request of Local 1305. Local 1305 or Mr. Gutierrez to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

Anthony Jones, 8204 Institutional Police Officer, 31/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 10/11/90. (Calendar Item No. 34) (4)

November 5, 1990: Over to the meeting of December 3, 1990 at Mr. Jones' request.

December 3, 1990: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

January 7, 1991: Over to the meeting of February 4, 1991 at the request of the Department of Public Health.

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Mr. Jones' attorney.

Action: Over to the meeting of March 18, 1991 at the request of the Department of Public Health. The Commission stipulated that this will be the final continuance.

Tse S. Kwan, 9163 Transit Operator, 213/E-116, Public Utilities Commission, San Francisco Municipal Railway, 2/12/91. (Calendar Item No. 42) (7)

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Leela Molex, 7514 General Laborer, 263/E-5, Public Utilities Commission, San Francisco Water Department, 11/3/90. (Calendar Item No. 38) (7)

January 7, 1991: Over to the meeting of March 4, 1991 at Ms. Molex's request.

Action: Over to the meeting of March 18, 1991 at Ms. Molex's request.

Ignacio A. Navarrette, 7381 Automotive Mechanic, 123/E-8, Public Utilities Commission, San Francisco Municipal Railway, 1/18/91. (Calendar Item No. 41) (7)

Action: Off calendar at the request of Local 1305. Local 1305 or Mr. Navarrette to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

Earl J. Ragland, 2708 Custodian, 13/E-58, Recreation and Park Department, 12/11/90. (Calendar Item No. 33) (3)

Action: Off calendar at the request of the Recreation and Park Department.

Robert L. Thomas, 9163 Transit Operator, 48/E-120, Public Utilities Commission, San Francisco Municipal Railway, 1/15/91. (Calendar Item No. 39) (7)

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Conrado R. Victorio, 2920 Medical Social Worker, 25/E-3, Department of Public Health, Laguna Honda Hospital, 1/24/91. (Calendar Item No. 43) (7)

Action: Over to the meeting of March 18, 1991 at the request of the Department of Public Health.

GENERAL MANAGER'S REPORT (Calendar Item No. 18)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 19)

Commissioner Uyehara was excused from voting on any matter related to the San Francisco Unified School District pursuant to Charter Section 3.500.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 45)

None.

A D J O U R N M E N T



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING MINUTES

MARCH 11, 1991

ROOM 52A (BASEMENT) CITY HALL

1:30 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Munson presided

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MAR 15 1991

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CLASSIFICATION MATTERS

1006-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 2)

- February 4, 1991:
1. Contract Number 566-90/91 over to the meeting of March 4, 1991 by Commission action.
 2. Contract Number 579-90/91 over to the meeting of March 4, 1991 at the request of Local 21.
- March 4, 1991:
1. Contract Number 566-90/91 over to a Special Meeting on March 11, 1991. Staff to explore the possibilities of work-ordering the funds to the Civil Service Commission from the Airport.

CLASSIFICATION MATTERS (cont.)

1006-91
(cont.)

2. Contract Number 579-90/91 over to the meeting of March 18, 1991 at the request of Local 21.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
566-90/91	Airport	Jack Clancy and Associates
Action:	Approve a contract between the Civil Service Commission and Jack Clancy and Associates. Contract to be funded by a workorder from the Airport to the Civil Service Commission; notify the offices of the Controller and the Purchaser.	

1029-91 Establishment of new classification 2965 Social Services Resource Manager and allocation of one budgeted position of Class A120 Cost Containment Specialist to the new class. (Calendar Item No. 1)

Action: Over to the meeting of March 18, 1991 at the request of Local 21.

COMPENSATION MATTERS

2029-91 Reconsideration of staff denial of a request from SEIU, Local 250 Hospital and Health Care Workers' Union for salary adjustments for Classes 1428 Ward Clerk and 2416 Bacteriological Laboratory Assistant. (Calendar Item No. 9)

Action: Adopt staff report; deny requests.

2031-91 Reconsideration of staff denial of a request from United Public Employees, Local 790 for an internal adjustment for Class 8272 Technical Instructional Assistant, Campus Control. (Calendar Item No. 5)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 790.

March 4, 1991: Over to the Special Meeting of March 11, 1991 at the request of Local 790.

Action: Adopt staff report; deny request. Request from Local 790 for expedited classification study over to the meeting of March 18, 1991 for a report from the General Manager, Personnel.

COMPENSATION MATTERS (cont.)

2033-91 Reconsideration of staff denial of a request from Operating Engineers, Local 3 for internal adjustments and other salary amendments. (Calendar Item No. 6)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 3.

March 4, 1991: Over to the Special Meeting of March 11, 1991.

Action: Adopt staff report; deny request.

2034-91 Reconsideration of staff denial of a request from Operating Engineers, Local 3 on behalf of the Operating Engineers and Deputy Sheriff classifications for a survey of premium pay/working condition benefits pursuant to the Superior Court Schach decision. (Calendar Item No 7)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 3.

March 4, 1991: Over to the Special Meeting of March 11, 1991.

Action: Off calendar; refer to City Attorney for advice.

2035-91 Reconsideration of staff denial of a request from Neyhart, Anderson, Nussbaum, Reilly and Freitas for a salary adjustment for certain classes represented by the Laborers Union. (Calendar Item No. 8)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of the Laborers Union.

March 4, 1991: Over to the Special Meeting of March 11, 1991 at the request of staff.

Action: Adopt staff report; deny request.

COMPENSATION MATTERS (cont.)

- 2037-91 Reconsideration of staff denial of a request from the International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments. (Calendar Item No. 11)
- February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 21.
- March 4, 1991: Over to the meeting of March 11, 1991 at the request of Local 21.
- Action: Off calendar; appeals withdrawn.
-
- 2054-91 Salary adjustments arising out of the Salary Standardization process for 1991-92. (Calendar Item No. 3)
- Action: Adopt staff report; notify and forward to the Board of Supervisors. (Vote of 4 to 0: Commissioner Mickins dissents on adjustment for Class 1182 Chief Adult Probation Officer).
-
- 2065-91 Reconsideration of staff denial of a request from International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments. (Calendar Item No. 12)
- Action: Adopt staff report; deny request.
-
- 2071-91 Reconsideration of staff denial of a request from Mr. Vincent Harrington, Jr., of the law firm of Van Bourg, Weinberg, Roger and Rosenfeld for wage parity between three Architectural classes and three Engineering classes. (Calendar Item No 10)
- Action: Adopt staff report; deny request.
-
- 2072-91 Salary Standardization, 1991-92; adjustments and amendments; inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations. (Calendar Item No. 4)
- Action: Adopt staff report; forward to the Board of Supervisors.



City and County of San Francisco
CIVIL SERVICE COMMISSION

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GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

DOCUMENTS DEPT.

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MAR 22 1991
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MINUTES OF MEETING

REGULAR MEETING - MARCH 18, 1991

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Munson presided

Commissioner Uyehara excused from voting on all matters related to the San Francisco Unified School District by vote of the other Commissioners pursuant to Charter Section 3.500.

MINUTES: A. Regular Meeting of March 4, 1991
B. Special Meeting of March 11, 1991
Action: Approve.

ANNOUNCEMENTS:

1. The Civil Service Commission met in closed session on Monday, March 11, 1991 at 1 P.M. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to confer with the City Attorney regarding pending litigation in the matter of Schach, et al. v. the City and County of San Francisco, et al. (S.Ct. 716-384).

All the members of the Commission were present.

No action was taken

ANNOUNCEMENTS: (cont.)

2. The recessed meeting of the Civil Service Commission of August 27, 1990 reconvened on Monday, March 18, 1991 at 1 P.M. in Room 154C City Hall. This meeting in closed session was held pursuant to Section 54957 of the Government Code of the State of California to discuss appeals in the examination for Class Q50 Police Sergeant, San Francisco Police Department, in accordance with the appeal procedure dictated by the Supplemental Order of the United States District Court in the matter of the Officers for Justice, et al. versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP).

Present were Commissioners Munson, Mickins, Donovan and Uyehara.

The Commission denied the appeals of Frank Palma and Donald Woolard and supports the determination of the hearing officer in this matter.

The meeting recessed to the call of the chair.

3. The Civil Service Commission met in closed session on Monday, March 18, 1991 at 1:30 P.M. in Room 154C City Hall pursuant to Section 54956.9 and 54957 of the Government Code of the State of California to confer with the City Attorney regarding pending and potential litigation in the matters of Loomis, et al. v. Silverman, et al. (S.Ct. 811-096) and Ray versus the City and County of San Francisco (S.Ct. 807-055); and to discuss a personnel matter.

Present were Commissioners Munson, Mickins, Donovan and Uyehara.

The matters of Loomis versus the Silverman and Ray versus the City and County of San Francisco were placed off calendar.

In the personnel matter: No action was taken.

CLASSIFICATION MATTERS

1006-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 12)

February 4, 1991: Contract Number 579-90/91 over to the meeting of March 4, 1991 at the request of Local 21.

March 4, 1991: Contract Number 579-90/91 over to the meeting of March 18, 1991 at the request of Local 21.

CLASSIFICATION MATTERS (cont.)

1006-91 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	579-90/91	Public Utilities Commission	LS Transit Systems

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1025-91 Classification of positions in various City departments.
(Calendar Item No. 14)

March 4, 1991: Matter related to classification of 1602 Calculating Machine Operator-Key Drive, Department of Public Health, position over to the meeting of March 18, 1991 at the request of Local 790.

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ SFGH	1	1602 Calculating Machine Operator-Key Drive (Sch. 46.1 \$878B1062)	1630 Account Clerk (Sch. 46.1 \$878B1062)

Action: Adopt staff report.

1029-91 Establishment of new class of 2965 Social Services Resource Manager and allocation of one budgeted position of Class A120 Cost Containment Specialist to the new class. (Calendar Item No. 13)

March 11, 1991: Over to the meeting of March 18, 1991 at the request of Local 21.

Action: Adopt staff report.

1. Establish new classification of 2965 Social Services Resource Manager (Sch. J,Z 63.6 \$2033B2472). Draft class specification as detailed in the staff report.
2. Allocate one position budgeted as Class A120 Cost Containment Specialist (Sch. J,SC \$2033B2472) to Class 2965 Social Services Resource Manager.
3. Amend Section 45/000/00 (Program 3401) of the Annual Salary Ordinance accordingly.
4. Advise the Examination Division of the Civil Service Commission to conduct an examination for the new class.

CLASSIFICATION MATTERS (cont.)

1032-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
615-90/91	Art Commission	Carl Cheng
616-90/91	Art Commission	Vickie Scuri
617-90/91	Art Commission	Douglas Hollis
618-90/91	Controller	Tri-Pacific Consulting Corporation
619-90/91	Human Rights Commission	BPA Economics
620-90/91	Police	Boole and Babbage, Inc.
621-90/91	Deleted	Deleted
622-90/91	Public Works	Forensic Analtical Specialties, Inc.
623-90/91	Public Works	To Be Determined
624-90/91	Public Works	To Be Determined
625-90/91	Public Works	To Be Determined
626-90/91	SFUSD	Environmental Science and Engineering, Inc.
627-90/91	Sheriff	San Mateo County School Service Fund
628-90/91	Sheriff	Dennis O'Connor
629-90/91	Social Services	Central City Hospitality House (Cambridge Hotel)
630-90/91	Treasurer/ Tax Collector	Smith/Norris Corporation
631-90/91	Public Health	S.F. Hearing and Speech Center
632-90/91	Public Health	Polaris Research and Development
633-90/91	Public Health	Ene Advertising

CLASSIFICATION MATTERS (cont.)

1032-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
634-90/91	Public Health	AIDS Benefits Counselors
635-90/91	Public Health	Bay Area Medical Transcription
636-90/91	Public Health	St. Benedict Center Interpreter Service
637-90/91	Public Health	AT&T Language Line
638-90/91	Public Health	Walden House, Inc.
639-90/91	Public Health	UCSF Center on Deafness
640-90/91	Public Health	UCSF/AIDS Health Project
641-90/91	Public Health	UCSF/AIDS Health Project
642-90/91	Public Health	Shanti Project
643-90/91	Public Health	Shanti Project
644-90/91	Public Health	S.F. Suicide Prevention
645-90/91	Public Health	S.F. Community Clinic Consortium
646-90/91	Public Health	The S.F. Food Bank
647-90/91	Public Health	S.F. AIDS Foundation-Food Bank
648-90/91	Public Health	S.F. AIDS Foundation
649-90/91	Public Health	Project Open Hand
650-90/91	Public Health	Project Inform
651-90/91	Public Health	Visiting Nurses and Hospice of San Francisco/Pacific Presbyterian Medical Center
652-90/91	Public Health	Pacific Mental Health Services/Operation Concern
653-90/91	Public Health	National Association of Black and White Men Together-BAHSES

CLASSIFICATION MATTERS (cont.)

1032-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
654-90/91	Public Health	Home Care Companions, Inc.
655-90/91	Public Health	Health Outreach Team
656-90/91	Public Health	Genesis Ecumenical Church
657-90/91	Public Health	El Instituto Familiar de la Raza
658-90/91	Public Health	Catholic Charities of S.F.
659-90/91	Public Health	Catholic Charities of S.F.
660-90/91	Public Health	The Bridge For Kids
661-90/91	Public Health	Bayview-Hunter's Point Foundation for Community Improvement/18th Street Services
662-90/91	Public Health	Bayview Hunter's Point Foundation (BHPF)
663-90/91	Public Health	Bay Area HIV Support and Education Services-BWMT/MACT
664-90/91	Public Health	AIDS Legal Referral Panel
665-90/91	Public Health	AIDS Indigent Direct Services
666-90/91	Public Health	AIDS Emergency Fund
667-90/91	Public Health	AIDS Benefits Counselors-Health Outreach Team
668-90/91	Public Health	AIDS Benefits Counselors
669-90/91	Public Health	AIDS Benefits Counselors-A.I.D.S.
670-90/91	Mayor's Office	Regents of the University of California
Action:	1.	Contracts 623-90/91; 624-90/91; 625-90/91; and 631-90/91 over to the meeting of April 1, 1991.

CLASSIFICATION MATTERS (cont.)

1032-91
(cont.)

2. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

(Commissioner Uyehara excused from voting on Contract Number 626-90/91 by vote of the other Commissioners pursuant to Charter Section 3.500).

1033-91 Classification of positions in various City departments.
(Calendar Item No. 5)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
City Planning	1	1840 Junior Management Assistant (Sch. 52.3 \$1180B1429)	1842 Management Assistant (Sch. 54.9 \$1336B1618)
Board of Supervisors	3	A067 Legislative Policy Analyst (J, \$1723B2094)	Establish Class 1837 Legislative Policy Analyst (J, 2 Sch. 60.2 \$1723B2094) Draft class specification as detailed in the staff report.

Action: Adopt staff report.

1034-91 Request from the Public Administrator-Guardian to use classes in the Staff Assistant/Staff Aide, Special Project series as staff for the Day Laborer Program. (Calendar Item No. 8)

Action: Adopt staff report. Approve the use of 1-9734 Staff Assistant I, Special Project (\$1059 bi-weekly) and 1-9732 Staff Aide II, Special Project (\$912 bi-weekly) to employ a Director and an Assistant Director of the Day Laborer Program for a 12 month period.

COMPENSATION MATTERS

2073-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 6)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Howard H. Fung 5250 Junior Mechanical Engineer	Public Works	3	3
Leonid Gazman 7332 Maintenance Machinist	Public Utilities Commission	4	4
Emma S. Woo 1871 Assistant Systems Programmer	Controller	4	4

B. TEMPORARY AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Iraj Pourmehraban A118 Safety Engineer	Public Health	2	2 12/31/91

Action: Adopt staff report.

2077-91 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 7)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3038-91 Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (Calendar Item No. 15)

Action: Over to the meeting of April 1, 1991 at Ms. Miller's request.

IN-SERVICE MATTERS

4173-91 Guidelines for Race and Ethnic Identification of employees.
(Calendar Item No. 16)

March 4, 1991: Post for informational purposes; recalendar
on March 18, 1991 for public comment and
action.

Action: Over to the meeting of April 1, 1991. The City Attorney
is requested to advise the Commission as to the
feasibility of implementing the proposal made in the
staff report under Section III.1.B. (request of the City
Attorney passed by Vote of 3 to 1: Commissioner Mickins
dissents).

4225-91 Review of new personnel requisitions with special qualifications or
skills and authorization for Exception to the Order of Layoff if
such positions are subject to displacement. (Calendar Item No. 9)

Action: Adopt staff report; authorize Exception to the Order of
Layoff pursuant to Civil Service Commission Rule 32 -
Layoff and Involuntary Leave, Section 32.05 - Exceptions
to Order of Layoff, if positions requiring special
qualifications or skills are subject to displacement.
Prior to effecting any exceptions, the department is
required to canvass all more senior employees in that
department and class to determine if a more senior
employee possesses the requisite qualifications or
skills. (Commissioner Uyehara excused from voting on
those requisitions from the San Francisco Unified School
District by vote of the other Commissioners pursuant to
Charter Section 3.500).

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current
Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for
reinstatement and retroactive status grants to Class 7355 Truck
Driver or Class 9163 Transit Operator, and back pay.
(Calendar Item No. 17)

July 16, 1990: Over to the meeting of August 6, 1990 at
the request of the appellants' attorney.

August 6, 1990: 1. The Commission indicated that it was
inclined toward adopting the staff report
and accepting the staff recommendation but
that it would take no action to adopt the
staff report at this meeting.

IN-SERVICE MATTERS (cont.)

4989-90
(cont.)

2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.

December 3, 1990: Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

January 7, 1991: Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

February 4, 1991: Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

IN-SERVICE MATTERS (cont.)

4989-90
(cont.)

March 4, 1991: Over to the meeting of March 18, 1991 at the request of the City Attorney.

Action: Over to the meeting of April 1, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.

6752-90

Appeal of action of the General Manager, Personnel to delay the return to duty of Zoraina James for positions in Class 2940 Child Welfare Worker. (Calendar Item No. 27)

January 7, 1991: Over to the meeting of February 4, 1991 by joint agreement of Ms. James' attorney and the staff.

February 4, 1991: Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Ms. James' attorney.

March 4, 1991: Over to the meeting of March 18, 1991 at Ms. James' request.

Action: Off calendar.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 18, 1991

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Donna Bittner, 2496 Radiologic Technologist Supervisor, 5/P-1, Department of Public Health, San Francisco General Hospital Medical Center, 1/23/91. (Calendar Item No. 22) (6)

March 4, 1991: Over to the meeting of March 18, 1991 at Ms. Bittner's request.

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Blease Brown, 1430 Transcriber Typist, 1/CPE-11, Department of Social Services, 2/6/91. (Calendar Item No. 25) (7)

March 4, 1991: Over to the meeting of March 18, 1991 at the request of Department of Social Services.

Action: Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

Jack F. Fitzpatrick, H2 Firefighter, 115/E-24, San Francisco Fire Department, 4/12/90. (Calendar Item No. 23) (6)

June 18, 1990: Off calendar at the request of Mr. Fitzpatrick's attorney. Mr. Fitzpatrick to notify the Assistant Secretary when prepared to proceed. Ineligible for employment in any position covered by the City and County of San Francisco civil service system pending final Civil Service Commission action.

January 7, 1991: Over to the meeting of March 18, 1991 at the request of Mr. Fitzpatrick's attorney.

Action: Accept the resignation as certified. Not to be employed again by the San Francisco Fire Department.

Anthony Jones, 8204 Institutional Police Officer, 31/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 10/11/90. (Calendar Item No. 21) (4)

November 5, 1990: Over to the meeting of December 3, 1990 at Mr. Jones' request.

December 3, 1990: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

January 7, 1991: Over to the meeting of February 4, 1991 at the request of the Department of Public Health.

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Mr. Jones' attorney.

March 4, 1991: Over to the meeting of March 18, 1991 at the request of the Department of Public Health. The Commission stipulated that this will be the final continuance.

Action: Place name on reemployment register.

Leela Molex, 7514 General Laborer, 263/E-5, Public Utilities Commission, San Francisco Water Department, 11/3/90.
(Calendar Item No. 26) (7)

January 7, 1991: Over to the meeting of March 4, 1991 at Ms. Molex's request.

March 4, 1991: Over to the meeting of March 18, 1991 at Ms. Molex's request.

Action: Over to the meeting of April 1, 1991 at Ms. Molex's request.

Warren Schreiber, 7335 Senior Stationary Engineer, 2/CPE-5, Department of Public Health, San Francisco General Hospital Medical Center, 2/8/91. (Calendar Item No. 20) (5)

Action: Approve. Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Conrado R. Victorio, 2920 Medical Social Worker, 25/E-3, Department of Public Health, Laguna Honda Hospital, 1/24/91. (Calendar Item No. 24) (7)

March 4, 1991: Over to the meeting of March 18, 1991 at the request of the Department of Public Health.

Action: Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

Scott Williams, 2532 Paramedic, 42/E-1, Department of Public Health, San Francisco General Hospital Medical Center, Paramedic Division, 1/17/90. (Calendar Item No. 19) (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

GENERAL MANAGER'S REPORT (Calendar Item No. 10)

- A. The General Manager, Personnel reported on a request from the Mayor's Office to designate two levels of budgetary reduction for Fiscal Year 1991-92 at 5% and 10% (approximately \$400,000 and \$800,000 reductions).
- B. The General Manager, Personnel indicated that he will report on April 1, 1991 on the classification study of Class 8272 Technical Instructional Assistant, Campus Control, at the San Francisco Community College District.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 11)

- A. Commissioner Uyehara requested that the staff consult with the City Attorney to explore possible modification of Civil Service Commission rules governing automatic resignation based on a recent California State Supreme Court decision in the matter of Coleman versus the State Personnel Board. Staff to report its findings and recommendations to the Commission. Approved by Commission: Vote of 4 to 0.
- B. Commissioner Munson requested that a committee be formed to look into and report back on possible changes in the performance evaluation system and to explore the possibilities of developing a uniform city-wide disciplinary policy. The Commission approved the formation of such a committee by a Vote of 4 to 0 and appointed the following personnel officials to the committee:

Jim Ilnicki, Airport, Chair
Steve Amano, Port
Edward Gazzano, DPH
Andrea Gourdine, PUC

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 28)

The following speakers held over to the meeting of April 1, 1991 at their request; these speakers will be heard as a Special Order of Business at 2 P.M.:

Etai Chen
Carol Isen
Gardner Still

A D J O U R N M E N T



City and County of San Francisco

CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - APRIL 1, 1991

PART I - 2 P.M.

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APR 5 1991

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Present: Commissioner Donovan
Commissioner Mickins
Commissioner Rios

Excused: Commissioner Munson
Commissioner Uyehara

Commissioner Mickins presided

MINUTES: Regular Meeting of March 18, 1991

Action: Approve.

ANNOUNCEMENT:

The Civil Service Commission met in closed session on Monday, April 1, 1991 at 12 NOON in Room 154C City Hall pursuant to Section 54956.9 and 54957 of the Government Code of the State of California to confer with the City Attorney regarding pending and potential litigation in the matters of Ray versus the City and County of San Francisco (S.Ct. No. 807-055); Savin versus the San Francisco Fire Department (FEH Charge No. 90-91A8-0173p); and two matters involving a significant exposure to litigation.

Present were Commissioners Mickins, Donovan and Rios.

No action was taken on either the Ray or the Savin matters.

The two matters involving a significant exposure to litigation were placed off calendar.

CLASSIFICATION MATTERS

1032-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 19)

March 18, 1991: Contracts 623-90/91; 624-90/91; 625-90/91;
and 631-90/91 over to the meeting of April
1, 1991.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
623-90/91	Public Works	Baseline Environmental Consulting
624-90/91	Public Works	Harding Lawson Assoc.
625-90/91	Public Works	Camp. Dresser and McKee, Inc.
631-90/91	Public Health	S.F. Hearing and Speech Center

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1037-91 Review of request for approval of proposed personal services contract from Department of Public Health with Short-Doyle funding. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
671-90/91	Public Health	Haight Ashbury Free Clinics, Inc. (Jail Psychiatric Services)

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1038-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
672-90/91	Airport	Dave Hudson/Marin Consultant, Assn.
673-90/91	Airport	Lieb & Associates

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
674-90/91	Art Commission	Molly Lambert Art Consultation
675-90/91	Public Health	Black Coalition on AIDS
676-90/91	Public Health	Bayview Hunter's Point Foundation
677-90/91	Public Health	California Children's Home, Inc.
678-90/91	Public Health	Coalition for Immigration Rights and Refugee Services/CIRRS
679-90/91	Public Health	Haight Ashbury Free Clinic, Inc.
680-90/91	Public Health	Haight Ashbury Free Medical Clinic
681-90/91	Public Health	The Regents of the University of California, San Francisco
682-90/91	Public Health	UCSF, Institute of Health Policy
683-90/91	Public Health	University of California, San Francisco School of Medicine
684-90/91	Public Health	Carolyn K. Harvey, D.P.M.
685-90/91	Public Health	MEDS of Pennsylvania, Inc.
686-90/91	Public Health	Tempositions Healthcare, Inc.
687-90/91	Public Health	Western Medical Services
688-90/91	Public Utilities Commission	Manna Consultants, Inc.
689-90/91	Public Utilities Commission	ERM West, Inc.
690-90/91	Public Works	John Carollo Engineers
691-90/91	Public Works	TEI Consulting Engineers
692-90/91	Retirement	T.P.F. & C.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
693-90/91	Social Services	Hickman Homes, Inc.
694-90/91	Social Services	Nailah House, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1040-91 Authorization for Civil Service staff to update class specifications in conformance with the current format. (Calendar Item No. 8)

Action: Adopt staff report; authorize Civil Service staff to update class specifications to conform to current format.

1041-91 Classification of positions in various City departments.
(Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
District Attorney	1	8159 Family Support Investigator III (Sch. 57.6 \$1520B1844)	Same
Public Health/ Central Office	1	1444 Secretary I (Sch. 46.3 \$887B1073)	Same
Public Health/ Laguna Honda Hospital	1	1426 Senior Clerk Typist (Sch. 47.3 \$929B1125)	Same

Action: Adopt staff report.

COMPENSATION MATTERS

2025-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 15)

February 4, 1991: Request by Port related to Veronica Sanchez on Part A over to the meeting of March 4, 1991 at the request of the Port.

March 4, 1991: Off calendar at the request of the Port.

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Veronica Sanchez 9382 Government and Public Affairs Manager	Port	4	4

Action: Off calendar at the request of the Port.

2085-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
James T. Chou 8176 Trial Attorney, Civil and Criminal	District Attorney	5	5
Luisito S. Perez 5234 Junior Electrical Engineer	SFUSD	3	3
Steven Seiler 8176 Trial Attorney, Civil and Criminal	District Attorney	5	5

B. TEMPORARY AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Steven Arcelona 2948 Senior Social Service Supervisor	Social Services	4	4 12/31/91

Action: Adopt staff report.

EXAMINATION MATTERS

3038-91 Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (Calendar Item No. 12)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

Action: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

IN-SERVICE MATTERS

4173-91 Guidelines for Race and Ethnic Identification of employees. (Calendar Item No. 13)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

Action: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.

4265-91 Request of Firefighter Frank Martin to change his ethnicity identification from White to Hispanic. (Calendar Item No. 20)

Action: Adopt staff report.

4280-91 Proposed retitling and amendment to Civil Service Commission Rule 14 relating to Part-Time, School-Term, As-Needed and Seasonal Employment. (Calendar Item No. 11)

Action: Post for adoption following meet and confer.

4290-91 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4291-91 Ratification of action of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from January, 1, 1991 to March 31, 1991. (Calendar Item No. 9)

Action: Approve.

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 14)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990: 1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.

4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.
- September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.
- October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.
- October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.
- November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.
- November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.
- December 3, 1990: Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
- January 7, 1991: Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
- February 4, 1991: Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
- March 4, 1991: Over to the meeting of March 18, 1991 at the request of the City Attorney.
- March 18, 1991: Over to the meeting of April 1, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
- Action: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 1, 1991

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Paul Estebez, 7410 Automotive Service Worker, 36/E-7, Public Utilities Commission, San Francisco Municipal Railway, 3/1/91. (Calendar Item No. 27) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Lola Jean Feliciano, 2624 Dietitian, 2/E-1, Department of Public Health, Laguna Honda Hospital, 2/25/91. (Calendar Item No. 25) (6)

Action: Over to the meeting of April 15, 1991 at request of Local 790.

Christopher Hunt, 2532 Paramedic, 2/E-9, Department of Public Health, San Francisco General Hospital Medical Center, 3/8/91. (Calendar Item No. 24) (4)

Action: Over to the meeting of May 6, 1991 at the request of the Department of Public Health.

Milton Kennedy, 1762 Senior Offset Machine Operator, 1/CPE-1, Airports Commission, 3/5/91. (Calendar Item No. 22) (5)

Action: Over to the meeting of May 6, 1991 at the request of Local 790. (Special Order of Business - First item after 3:30 P.M.).

Leela Molex, 7514 General Laborer, 263/E-5, Public Utilities Commission, San Francisco Water Department, 11/3/90. (Calendar Item No. 26) (7)

January 7, 1991: Over to the meeting of March 4, 1991 at Ms. Molex's request.

March 4, 1991: Over to the meeting of March 18, 1991 at Ms. Molex's request.

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Molex's request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Rick J. Ribero, 7410 Automotive Service Worker, 13/E-7, Public Utilities Commission, San Francisco Municipal Railway, 2/23/91. (Calendar Item No. 28) (7)

Action: Over to the meeting of May 6, 1991 at the request of Mr. Ribero's attorney.

Darl Shearer, 1424 Clerk Typist, 88/CPE-1, San Francisco Police Department, 3/10/91. (Calendar Item No. 23) (4)

Action: Over to the meeting of April 15, 1991 at the request of Local 790.

GENERAL MANAGER'S REPORT. (Calendar Item No. 17)

The General Manager, Personnel authorized to discuss various budgetary reduction proposals for the Fiscal Year 1991-92 Budget with departmental management prior to submission to the Mayor. The General Manager Personnel will advise the Commission of the details of the proposed budgetary reductions.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 18)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 16)

March 18, 1991: The following speakers held over to the meeting of April 1, 1991 at their request; these speakers will be heard as a Special Order of Business at 2 P.M.:

Etai Chen
Carol Isen
Gardner Still

The Commission requested that the General Manager, Personnel report back on April 15, 1991 with a proposal regarding the examinations for the Administrative Analyst series of classes.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 29)

None.

ADJOURNMENT



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - APRIL 15, 1991

PART I - 2 P.M.

DOCUMENTS DEPT.

APR 15 1991

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson (Items Missed: 1, 2 and 3)
Commissioner Rios

Excused: Commissioner Uyehara

Commissioner Mickins presided over Items 1, 2 and 3 only

Commissioner Munson presided all items except Items 1, 2 and 3

MINUTES: Regular Meeting of April 1, 1991

Action: Approve.

ANNOUNCEMENTS

The Closed Session of the Civil Service Commission scheduled for Monday, April 15, 1991 was cancelled.

CLASSIFICATION MATTERS

1045-91 Review of request for approval of proposed personal services contract from the Department of Public Health with Short-Doyle funding. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
695-90/91	Public Health	Roland Levy, M.D.
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1046-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
696-90/91	Arts Commission	Hung Liu
697-90/91	City Attorney	JoAnn Newcomb, Newcomputing
698-90/91	Controller	S.K. White Consulting
699-90/91	Controller	S.K. White Consulting
700-90/91	Controller	Crackerjack Consulting, Inc.
701-90/91	Controller	IBM Corporation
702-90/91	Mayor's Office	Patricia Medina
703-90/91	Mayor's Office	Linda Schanfein
704-90/91	Mayor's Office	Hilyard Wiggins
705-90/91	Mayor's Office	Maggie LaRue
706-90/91	Mayor's Office	Caine Gressel Midgley Slater, Inc.
707-90/91	Public Health	Black Coalition on AIDS
708-90/91	Public Health	Coming Home Support Services
709-90/91	Public Health	Japanese Community Youth Council
710-90/91	Public Health	S.F. AIDS Foundation
711-90/91	Public Health	Ronald L. Williams, Ph.D.

CLASSIFICATION MATTERS (cont.)

1046-91 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	712-90/91	Public Works	Korve Engineering, Inc.
	713-90/91	Public Utilities Commission	Brown, Vence and Associates
	714-90/91	Public Utilities Commission	CEIP Fund, Inc.
	715-90/91	Public Utilities Commission	Parsons, Brinckerhoff, Quade and Douglas, Inc.
Action:	1.	Contract Number 701-90/91 off calendar at the request of the Controller's Office.	
	2.	Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.	

1048-91 Classification of positions in various City departments.
(Calendar Item No. D)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Recreation and Park	1	AA03 Assistant Zoo Director, Zoo Director, Operations & Maintenance (Sch. 62.0 \$1881B2287)	3338 Assistant Operations and Maintenance (Sch. 62.0 \$1881B2287)
	1	1446 Secretary II (Sch. 49.4 \$1027/B1243)	Same
Public Health/Central Office	1	1426 Senior Clerk Typist (Sch. 47.3 \$929B1125)	Same

Action: Adopt staff report.

1049-91 Request for approval of temporary exempt appointment in Class 2895 Deputy Director of Health, Mental Health Services per Charter Section 8.300(5). (Calendar Item No. F)

Action: Over to the meeting of May 6, 1991 due to tie vote.

COMPENSATION MATTERS

2088-91 Review of request for approval of personal services contract to conduct an actuarial survey of Transit Operator benefits in accordance with Charter Section 8.404. (Calendar Item No. C)

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

2097-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. E)

PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Maria Johnson 8304 Deputy Sheriff	Sheriff	5	5
Edgardo G. Viray 5360 Civil Engineering Associate I	Public Utilities Commission	5	5
Joanne C. Winship 3562 Director of Cultural Affairs	Arts Commission	5	5
Stephen Dunbar 4282 Chief Assistant Assessor	Assessor	5	5

Action: Adopt staff report.

EXAMINATION MATTERS

3038-91 Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (Calendar Item No. 7)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

Action: Over to the meeting of May 6, 1991 at Ms. Miller's request.

IN-SERVICE MATTERS

- 4173-91 Guidelines for Race and Ethnic Identification of employees.
(Calendar Item No. 8)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.

Action: Over to the meeting of May 6, 1991 by Commission action.

- 4380-91 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. G)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- 4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay.
(Calendar Item No. 9)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

IN-SERVICE MATTERS (cont.)

4989-90

- (cont.) August 6, 1990:
1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
 3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
 4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.
- September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.
- October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.
- October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.
- November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.
- November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.
- December 3, 1990: Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
- January 7, 1991: Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

IN-SERVICE MATTERS (cont.)

4989-90

(cont.)

February 4, 1991:

Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

March 4, 1991:

Over to the meeting of March 18, 1991 at the request of the City Attorney.

March 18, 1991:

Over to the meeting of April 1, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.

April 1, 1991:

Over to the meeting of April 15, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.

Action:

Over to the meeting of May 6, 1991 at the request of Attorney David Clisham.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 15, 1991

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Lola Jean Feliciano, 2624 Dietitian, 2/E-1, Department of Public Health, Laguna Honda Hospital, 2/25/91. (Calendar Item No. 13) (6)

April 1, 1991: Over to the meeting of April 15, 1991 at request of Local 790.

Action: Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience outside the City and County Service and not to be employed in a patient care setting. Not to be employed again by the Department of Public Health.

Tiney L. Johnson, 9163 Transit Operator, 56/E-130, Public Utilities Commission, San Francisco Municipal Railway, 3/27/91. (Calendar Item No. 14) (2)

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three (3) years' work experience outside the City and County service as recommended by the department.

Peter Redick, 7372 Stationary Engineer, Sewage Plant, 34/E-29, Department of Public Works, Bureau of Water Pollution Control, 2/7/91. (Calendar Item No. 11) (3)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Darl Shearer, 1424 Clerk Typist, 88/CPE-1, San Francisco Police Department, 3/10/91. (Calendar Item No. 12) (4)

April 1, 1991: Over to the meeting of April 15, 1991 at the request of Local 790.

Action: Not to be employed again by the San Francisco Police Department.

GENERAL MANAGER'S REPORT (Calendar Item No. 5)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 6)

Commissioner Munson submitted for the Commission's review and later discussion a draft of proposed changes to the civil service provisions of the Charter.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 15)

Mr. Cesar Luna addressed the Commission.

A D J O U R N M E N T

The meeting was adjourned in memory of May Wong, mother of Ray Wong of the Civil Service Commission staff.



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING MINUTES

APRIL 18, 1991

DOCUMENTS DEPT.

ROOM 52A (BASEMENT) CITY HALL

6 P.M.

REC'D
SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Munson presided

COMPENSATION MATTERS

2105-91 Consideration of the Report of the Budget Analyst, Board of Supervisors, on the Review of the Salary Standardization process for Miscellaneous Employees for Fiscal Year 1991-92. (Calendar Item No. 1)

Action: 1. Advise the Board of Supervisors that the schedules of compensation before them should be amended to correct the data for the benchmark of Class 3593 Instructional Aide from an increase of 0.4 steps (2%) to 0.3 steps (1.5%). (Vote of 4 to 0: Commissioner Uyehara excused from voting by vote of the other commissioners pursuant to Charter Section 3.500).

COMPENSATION MATTERS (cont.)

2105-91
(cont.)

2. Recommend that the Board of Supervisors accept the Fiscal Year 1991-92 Schedules of Compensation as amended, as in full compliance with the past practice and in the spirit of relevant requirements of the Charter regarding the preparation of salary surveys.
3. Direct the staff to advise the Commission within thirty (30) days of its analysis and recommendations related to:
 - a. internal control procedures;
 - b. a standard methodology for requesting or counting positions in surveyed agencies; and
 - c. survey for salary standardization once rather than twice each year.
4. Request that the City Attorney review the last two recommendations on page 8 of the transmittal letter accompanying the Budget Analyst's Report related to Charter amendments. The City Attorney requested to report its findings and suggestions within thirty (30) days.



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING MINUTES

MAY 6, 1991

ROOM 282, SECOND FLOOR, CITY HALL

12 NOON

DOCUMENTS DEPT.

MAY 10 1991

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Munson presided

IN-SERVICE MATTERS

4478-91 Proposal to amend the Charter of said City and County by deleting Sections 8.320, 8.321, 8.322, 8.323, 8.324, 8.328, 8.330, 8.331, 8.332 and 8.340 relating to qualifications, examinations, eligible lists, provisional appointments and dismissal during probation and adding new Section 8.320-1. In general, this change incorporates each and every provision of the former Charter provisions of the above Charter Sections into the rules of the Civil Service Commission to remain in effect until or unless amended by the Civil Service Commission (Commissioner A. Lee Munson). (Calendar Item No. 1)

Action: Adopt report; forward to the Board of Supervisors recommending the submission of this proposed Charter amendment to the qualified electors of the City and County of San Francisco at an election to be held on November 5, 1991 with the understanding that there will be meet and confer on this proposal with all concerned parties before submission.

IN-SERVICE MATTERS (cont.)

- 4479-91 Proposal to amend the Charter of said City and County by amending Section 3.661 (Commissioner A. Lee Munson). (Calendar Item No. 2)
- Action: Adopt report; forward to the Board of Supervisors recommending the submission of this proposed Charter amendment to the qualified electors of the City and County of San Francisco at an election to be held on November 5, 1991 with the understanding that there will be meet and confer on this proposal with all concerned parties before submission.
-
- 4480-91 Proposal to amend the Charter of said City and County by amending Section 8.329. In general, this amendment re-defines the Rule of Three to refer to all persons receiving "three highest scores" and giving the Civil Service Commission authority to make more flexible rules regarding certification (Commissioner A. Lee Munson). (Calendar Item No. 3)
- Action: Adopt report; forward to the Board of Supervisors recommending the submission of this proposed Charter amendment to the qualified electors of the City and County of San Francisco at an election to be held on November 5, 1991 with the understanding that there will be meet and confer on this proposal with all concerned parties before submission. (Vote of 4 to 1: Commissioner Mickins dissents).
-
- 4481-91 Proposal to amend the Charter of said City and County by amending Section 8.341 (Commissioner A. Lee Munson). (Calendar Item No. 4)
- Action: Adopt report; forward to the Board of Supervisors recommending the submission of this proposed Charter amendment to the qualified electors of the City and County of San Francisco at an election to be held on November 5, 1991 with the understanding that there will be meet and confer on this proposal with all concerned parties before submission.

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City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

DOCUMENTS DEPT.

MAY 15 1991

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES OF MEETING

REGULAR MEETING - MAY 6, 1991

PART I - 2 P.M.

DOCUMENTS DEPT.

MAY 15 1991

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Munson presided

- MINUTES: A. Regular Meeting of April 15, 1991
B. Special Meeting of April 18, 1991
Action: Approve.

ANNOUNCEMENT: The Civil Service Commission met with the City Attorney in closed session on Thursday, April 18, 1991 at 5 P.M. in Room 154B City Hall. The meeting was held pursuant to Section 54956.9 of the Government Code of the State of California to consider a matter involving a significant exposure to litigation.

Present were Commissioners Munson, Mickins, Donovan, Rios and Uyehara.

No action was taken.

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CLASSIFICATION MATTERS

1047-91 Establishment of one new classification in the Department of Public Works. (Calendar Item No. H)

Action: Over to the meeting of May 20, 1991 at the request of Local 21.

1049-91 Request for approval of temporary exempt appointment in Class 2895 Deputy Director of Health, Mental Health Services, per Charter Section 8.300(5). (Calendar Item No. 7)

April 15, 1991: Over to the meeting of May 6, 1991 due to tie vote.

Action: Off calendar at the request of the Department of Public Health. The Commission directed the staff to conduct the examination within two months. The Department of Public Health agreed to provide personnel to assist the Commission staff.

1055-91 Review of requests for approval of proposed personal services contracts from Department of Public Health with Short-Doyle funding. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
716-90/91	Public Health	Arriba Juntos/Institute for the Arts of Living
717-90/91	Public Health	Audrey L. Smith Development Center, Inc.
718-90/91	Public Health	Crestwood Hospitals, Inc.
719-90/91	Public Health	Edgewood Children's Center
720-90/91	Public Health	North of Market Senior Services
721-90/91	Public Health	Oakes Children's Center, Inc.
722-90/91	Public Health	Patients' Rights Advocacy Services, Inc.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
723-90/91	Public Health	Regents of the University of California, Department of Psychiatry (SFGH)
724-90/91	Public Health	S.F. Suicide Prevention, Inc.
725-90/91	Public Health	Volunteer Center of San Francisco
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1056-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
726-90/91	Academy of Sciences	Forell/Elsesser Engineers
727-90/91	Airport	Janis Bell
728-90/91	Airport	West Coast Survey, Inc.
729-90/91	Airport	HMH, Inc.
730-90/91	Airport	Towill, Inc.
731-90/91	Board of Supervisors	Systemhouse, Inc.
732-90/91	Civil Service Commission	Dennis A. Joiner & Associates
733-90/91	Controller	Curtis Jiang, Inc.
734-90/91	Controller	Crackerjack Consulting, Inc.
735-90/91	Controller	Data Base Architects
736-90/91	Controller	Lenora E. McGeough
737-90/91	Controller	Melco Systems, Inc.
738-90/91	Controller	G.W. Consulting

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
739-90/91	Controller	S.K. White Consulting
740-90/91	Mayor	Richard M. Behm
741-90/91	Public Health	UCSF-Department of Epidemiology and Biostatistics
742-90/91	Public Health	Bayview Hunter's Point Multipurpose Senior Center
743-90/91	Public Carlton Associates Utilities Commission	
744-90/91	Public Works	Structural Design Engineers
745-90/91	Public Works	Treadwell & Associates
746-90/91	Registrar	To Be Determined
747-90/91	Sheriff	George Bach-Y-Rita
748-90/91	Sheriff	Aubrey O. Dent
749-90/91	Sheriff	Carolyn Block
750-90/91	Sheriff	Occupational Health Services
751-90/91	Sheriff	Hastings College of Law
752-90/91	Sheriff	University of San Francisco Law School
753-90/91	Sheriff	Golden Gate University School of Law
754-90/91	Sheriff	University of Santa Clara School of Law
755-90/91	Sheriff	New College of Law
756-90/91	Social Services	The Glide Foundation
757-90/91	Treasurer/ Tax Collector	Smith/Norris Corporation

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. The Commission stipulated that Contracts 728-90/91; 729-90/91; and 730-90/91 are approved for as-needed purposes only to be used exclusively as a backup to regular civil service employees who are to be given preference for available work.

1058-91 Classification of positions in various City departments.
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Mayor	1	1280 Employee Relations Assistant (J,Z Sch. 55.2 \$1355B1642)	Same
Public Health/ CPHS	1	2908 Hospital Eligibility Worker (Sch. 51.1 \$1114B1349)	2-1636 Health Care Billing Clerk II (Sch. 50.5 \$1083B1310)
	1	1636 Health Care Billing Clerk II (Sch. 50.5 \$1083B1310)	

Action: Adopt staff report.

1059-91 Request from the Public Utilities Commission to use a class in the Staff Assistant, Special Project Series as Southeast Transit Corridor Coordinator. (Calendar Item No. D)

Action: Adopt staff report.

1. Approve use of Class 9744 Staff Assistant VI, Special Project (\$2091 B/W) to employ a Southeast Transit Corridor Coordinator, Public Utilities Commission.
2. Authorize the temporary appointment of Sharon Saslafsky until May 6, 1993.

COMPENSATION MATTERS

2025-91 Request for appointment above the entrance rate for various employees. (Calendar Item No. E)

February 4, 1991:	Request by Port related to Veronica Sanchez on Part A over to the meeting of March 4, 1991 at the request of the Port.
March 4, 1991:	Off calendar at the request of the Port.
April 1, 1991:	Off calendar at the request of the Port.

PERMANENT AND EXEMPT APPOINTMENT

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Veronica Sanchez 9382 Government and Public Affairs Manager	Port	4	4

Action: Adopt staff report.

2111-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. F)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Stephen C. Delaney 8151 Claims Investigator	City Attorney	4	4
Daniel V. Fross 6248 Electrical Inspector	Public Works	3	3
Gregory Moix 9226 Airport Operations Superintendent	Airport	4	4
Robert P. Horn 5360 Civil Engineer Assistant I	Public Works	5	5
Robert A. Hoffman 2292 Shelter Veterinarian	Animal Care and Control	5	5
Edwin M. Lee 2986 Director, Human Rights Commission	Human Rights Commission	4	4
Deborah J. Owen 2220 Physician	Fire	4	4

2. TEMPORARY AND EXEMPT APPOINTMENT

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Anne Kronenberg 1822 Administrative Analyst	Arts Commission	5	5 12/31/91

Action: Adopt staff report.

2117-91 Salary Standardization for Registered Nurse classifications (Charter Section 8.403), 1991-92. (Calendar Item No. 8)

Action: Adopt staff report; forward to the Board of Supervisors. (Commissioner Mickins excused for voting pursuant to Charter Section 3.660)

2118-91 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. G)

Action: Adopt staff report as amended to delete the name of Denise Brady, Class 5303 Supervisor, Traffic and Street Signs, Department of Public Works.

EXAMINATION MATTERS

3029-91 Appeal of staff's denial of a request to administer the examination for Class 8205 Institutional Police Sergeant on a promotional only basis. (Calendar Item No. 11)

Action: Adopt staff report; deny appeal of Richard Wasserman.

3038-91 Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (Calendar Item No. 9)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

April 15, 1991: Over to the meeting of May 6, 1991 at Ms. Miller's request.

Action: Over to the meeting of June 3, 1991 at Ms. Miller's request.

3084-91 Appeal of staff's denial of protest concerning the minimum qualifications for Class 6138 Industrial Hygienist and rejection of protestant's application for this examination.
(Calendar Item No. 10)

Action: Find Craig Ishida conditionally qualified to participate in the examination for Class 6138 Industrial Hygienist.

IN-SERVICE MATTERS

4173-91 Guidelines for Race and Ethnic Identification of employees.
(Calendar Item No. L)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.

April 15, 1991: Over to the meeting of May 6, 1991 by Commission action.

Action: Over to the meeting of May 20, 1991 at the request of Commissioner Munson.

4395-91 Appeal of staff determination to deny request of Firefighter Joseph Pardo to change his ethnicity identification from White to Hispanic.
(Calendar Item No. 12)

Action: Adopt staff report; deny appeal of Joseph Pardo.
(Vote of 4 to 1: Commissioner Uyehara dissents)

4500-91 Request to designate Class 1708 Senior Telephone Operator as promotive for layoff purposes. (Calendar Item No. I)

Action: Adopt staff report. Designate Class 1708 Senior Telephone Operator as promotive for layoff purposes.

- 4501-91 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. J)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
- 4502-91 Future employability of John Van Voorthuijsen. (Calendar Item No. K)
- Action: Adopt staff report. Accept resignation on the conditions set forth in the settlement agreement. Approve the settlement agreement, including restrictions on the future employability of John Van Voorthuijsen.
- 4503-91 Request of the San Francisco Fire Department that the Civil Service Commission hold a hearing to investigate the conduct of and action of Thomas Santoro and thereafter take action to void the limited tenure appointment of Santoro to Battalion Chief on the grounds that the appointment was obtained by fraud, concealment of fact and/or violation of commission rules regarding Mr. Santoro's ethnic designation. (Calendar Item No. M)
- Action: Off calendar at the request of the City Attorney's Office.
- 4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. N)
- July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.
- August 6, 1990: 1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.

2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990:	Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.
October 1, 1990:	Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.
October 15, 1990:	Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.
November 5, 1990:	Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.
November 19, 1990:	Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.
December 3, 1990:	Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
January 7, 1991:	Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
February 4, 1991:	Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
March 4, 1991:	Over to the meeting of March 18, 1991 at the request of the City Attorney.

March 18, 1991: Over to the meeting of April 1, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.

April 15, 1991: Over to the meeting of May 6, 1991 at the request of Attorney David Clisham.

Action: Over to the meeting of May 20, 1991 at the request of Attorney David Clisham.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 6, 1991

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Christopher Hunt, 2532 Paramedic, 2/E-9, Department of Public Health, San Francisco General Hospital Medical Center, 3/8/91.
(Calendar Item No. 15) (4)

April 1, 1991: Over to the meeting of May 6, 1991 at the request of the Department of Public Health.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience outside the City and County service.

Milton Kennedy, 1762 Senior Offset Machine Operator, 1/CPE-1, Airports Commission, 3/5/91. (Calendar Item No. 14) (5)

April 1, 1991: Over to the meeting of May 6, 1991 at the request of Local 790. (Special Order of Business - First item after 3:30 P.M.).

Action: Approve. Dismiss from the City and County Service. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

Almarie McMillian, 1426 Senior Clerk Typist, 9/CPE-212, Department of Electricity and Telecommunications, 4/29/91. (Calendar Item No. 17) (4)

Action: Over to the meeting of May 20, 1991 at the request of Ms. McMillian's attorney

Rick J. Ribero, 7410 Automotive Service Worker, 13/E-7, Public Utilities Commission, San Francisco Municipal Railway, 2/23/91. (Calendar Item No. 19) (7)

April 1, 1991: Over to the meeting of May 6, 1991 at the request of Mr. Ribero's attorney.

Action: Over to the meeting of July 1, 1991 at the request of Mr. Ribero's attorney.

Roger Xavier, 2920 Medical Social Worker, 29/E-9, Department of Public Health, Laguna Honda Hospital, 4/5/91. (Calendar Item No. 18) (4)

Action: Over to the meeting of May 20, 1991 at the request of Local 790.

Jamie L.W. Yan, 2320 Registered Nurse, 9/E-879, Department of Public Health, Community Public Health Services, 4/5/91. (Calendar Item No. 16) (4)

Action: Return name to the eligible list for Class 2320 Registered Nurse. (Vote of 4 to 1: Commissioner Donovan dissents)

GENERAL MANAGER'S REPORT (Calendar Item No. 5)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 6)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 20)

None.

A D J O U R N M E N T

In memory of Mary Walsh, mother of John J. Walsh, the General Manager, Personnel and Charles Holmes, husband of Sandy Holmes, Director, Controller's Payroll and Personnel Services Division.

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City and County of San Francisco

CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - MAY 20, 1991

PART 1 - 2 p.m.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Munson presided

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MINUTES A. Regular Meeting of May 6, 1991

B. Special Meeting of May 6, 1991

Action: Approve.

ANNOUNCEMENT

The Civil Service Commission met in closed session with the City Attorney and with the General Manager, Personnel, its chief labor negotiator, on Monday, May 20, 1991 at 1:15 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss labor relations issues.

Present were Commissioners Munson, Mickins, Donovan and Uyehara.

No action was taken.

CLASSIFICATION MATTERS

- 1047-91 Establishment of one new classification in the Department of Public Works. (Calendar Item No. 7)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 21.

Action: Over to the meeting of June 3, 1991 by Commission action.

- 1063-91 Review of request for approval of proposed personal services contracts from Department of Public Health with Short-Doyle funding. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
758-90/91	Public Health	National Council on Alcoholism and other Drug Addictions-Bay Area, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

- 1064-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
759-90/91	Social Services	Audrey L. Smith Development Center, Inc.
760-90/91	Social Services	American Red Cross, Golden Gate Chapter
761-90/91	Social Services	Children's Home Society of California
762-90/91	Social Services	Florence Crittenton
763-90/91	Social Services	St. Patrick's Daycare Center
764-90/91	Social Services	Cross Cultural Family Center
765-90/91	Social Services	Audrey L. Smith Development Center, Inc.
766-90/91	Social Services	Economic Opportunity Council

CLASSIFICATION MATTERS (cont.)

1064-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
767-90/91	Social Services	Family Service Agency
768-90/91	Social Services	Mission Childcare Consortium
769-90/91	Social Services	Glide Memorial Services
770-90/91	Social Services	Tenderloin Housing Clinic/Modified Payments
771-90/91	Social Services	Catholic Charities
772-90/91	Social Services	Mission Housing Development Corp.
773-90/91	Social Services	The Salvation Army
774-90/91	Social Services	Central City Hospitality House
775-90/91	Social Services	Hamilton Family Center
776-90/91	Social Services	The Episcopal Sanctuary
777-90/91	Social Services	Larkin Street Youth Center
778-90/91	Social Services	Valata Jenkins-Monroe, Ph.D.
779-90/91	Social Services	Carolyn Block, Ph.D.
780-90/91	Social Services	Alicia F. Lieberman, Ph.D.
781-90/91	Social Services	Children's Council of S.F.
782-90/91	Social Services	S.F. Unified School District
783-90/91	Social Services	State of California, Employment Development Department (EDD)
784-90/91	Social Services	St. Vincent de Paul Society of S.F.
785-90/91	Social Services	Episcopal Community Services
786-90/91	Social Services	Dolores Street Community Center

CLASSIFICATION MATTERS (cont.)

1064-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
787-90/91	Social Services	Family Service Agency of S.F. (Respite Program)
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1066-91 Review of requests for approval of proposed personal services
contracts. (Calendar Item No. C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
788-90/91	Airport	William Frisbie
789-90/91	Airport	Towill, Inc.
790-90/91	Airport	Cerand and Company
791-90/91	Controller	Precision Writing
792-90/91	Controller	Tri-Pacific Consulting
793-90/91	Controller	Affiliated Computer Systems
794-90/91	Controller	S.K. White Consulting
795-90/91	Controller	G.E. Consulting Services, Inc.
796-90/91	Controller	Pacific Coast Systems, Inc.
797-90/91	Controller	G.E. Consulting Services, Inc.
798-90/91	Controller	Bren Norris Associates, Inc.
799-90/91	Controller	S.K. White Consulting
800-90/91	Controller	G.W. Consulting
801-90/91	Controller	Affiliated Computer Systems, Inc.
802-90/91	Controller	Affiliated Computer Systems, Inc.

CLASSIFICATION MATTERS (cont.)

1066-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
803-90/91	Controller	Pilot Executive Software
804-90/91	Controller	Affiliated Computer Systems, Inc.
805-90/91	District Attorney	Eliana M. Gil, Ph.D.
806-90/91	District Attorney	Richard Sullivan
807-90/91	Public Health	Bridget Carney
808-90/91	Public Health	University of California, S.F.
809-90/91	Public Health	Lyon's Martin Women's Health Services
810-90/91	Public Health	UCSF/AIDS Health Project
811-90/91	Public Health	Catholic Charities of S.F.
812-90/91	Public Utilities Commission	George Pattee
813-90/91	Public Utilities Commission	Carlton/E.H. White
814-90/91	Public Utilities Commission	Dames & Moore
815-90/91	Public Works	Mr. Maurice Power
816-90/91	Public Works	Dr. J.K. Mitchell
817-90/91	Public Works	Dr. I.M. Idriss
818-90/91	Public Works	Mr. Daniel Shapiro
819-90/91	Public Works	Mr. Frank Rollo
820-90/91	Sheriff	Dr. Harry Edwards
821-90/91	Sheriff	Ruth Morgan
822-90/91	Sheriff	Raymond Jones
823-90/91	Sheriff	Fania Davis

CLASSIFICATION MATTERS (cont.)

1066-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
824-90/91	Sheriff	Geese Theatre Company
825-90/91	Sheriff	Chris Shaeffer
826-90/91	Sheriff	Maxine D. Gerritsen
827-90/91	Sheriff	Mary Elizabeth Buckner
828-90/91	Sheriff	James Edward Nelson
829-90/91	Sheriff	Jennifer Geagan
830-90/91	Sheriff	Arlene Hamilton
831-90/91	Sheriff	Virginia Bogoslovski
832-90/91	Sheriff	Penny Hannah Witzemann
833-90/91	Sheriff	John Spain
834-90/91	Sheriff	Antonio Ramirez
835-90/91	Public Health	Bernd Kutzscher, M.D.
836-90/91	Public Health	Maida Taylor, M.D.
837-90/91	Public Utilities Commission	Camp Dresser & McKee, Inc.
838-90/91	Controller	Savvy, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1067-91 Classification of positions in various City departments.
(Calendar Item No. D)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
City Attorney	1	1458 Legal Secretary I (Sch. 52.7 \$1203B1457)	1476 Senior Claims Process Clerk (Sch. 50.5 \$1083B1310)

CLASSIFICATION MATTERS (cont.)

1067-91 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	Public Health/CMHS	7	2920 Medical Social Worker (Sch. 57.2 \$1491B1809)	2930 Psychiatric Social Worker (Sch. 57.2 \$1491B1809)
		1	2922 Senior Medical Social Worker (Sch. 58.6 \$1596B1936)	2932 Senior Psychiatric Social Worker (Sch. 58.6 \$1596B1936)
	Public Utilities Commission	1	A987 Safety Manager (Sch. 65.7 \$2252B2737)	Establish Class 6141 Manager, Office of Health and Safety (J,Z Sch. 65.7 \$2252B2737) Draft class specification as detailed in the staff report.
Action:	<ol style="list-style-type: none">1. Matter related to classification of the A987 Safety Manager, Public Utilities Commission, over to the meeting of June 3, 1991 at the request of staff.2. Adopt staff report on remaining items.			

COMPENSATION MATTERS

2124-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. E)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Marilynn D. Rivera 1404 Clerk	Airport	5	5

COMPENSATION MATTERS (cont.)

2124-91
(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Ron Allen 6248 Electrical Inspector	Public Works	5	5
William Alvis 1426 Senior Clerk Typist	Public Health	3	3
Joanna A. Uribe 2818 Health Program Planner	Public Health	4	4

2. TEMPORARY AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Joseph Abrego 1819 MIS Specialist III	Public Health	5	5 12/31/91
Ronald J. Kane 1821 Management Information Systems Manager	Controller	5	5 12/31/91
Rumi Uenu 1280 Employee Relations Assistant	Mayor	2	2 12/31/91

Action: Adopt staff report.

EXAMINATION MATTERS

3043-91 Appeal of staff's denial of protest regarding the oral/performance examination for Class 1125 Division Manager, Registrar of Voters. (Calendar Item No. 9)

Action: Adopt staff report; deny appeal of Gregory R. Hobson.

EXAMINATION MATTERS (cont.)

- 3102-91 Appeal of background rejection for Class Q2 Police Officer by Joyce Yvette Randall. (Calendar Item No. 8)

Action: Over to the meeting of June 3, 1991 at the request of Ms. Randall's attorney.

IN-SERVICE MATTERS

- 4173-91 Guidelines for Race and Ethnic Identification of employees. (Calendar Item No. G)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.

April 15, 1991: Over to the meeting of May 6, 1991 by Commission action.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Commissioner Munson.

Action: Over to the meeting of June 3, 1991 at the request of Commissioner Munson.

- 4574-91 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. F)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. H)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

August 6, 1990:

1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

IN-SERVICE MATTERS (cont.)

4989-90
(cont.)

November 19, 1990:	Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.
December 3, 1990:	Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
January 7, 1991:	Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
February 4, 1991:	Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
March 4, 1991:	Over to the meeting of March 18, 1991 at the request of the City Attorney.
March 18, 1991:	Over to the meeting of April 1, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
April 1, 1991:	Over to the meeting of April 15, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
April 15, 1991:	Over to the meeting of May 6, 1991 at the request of Attorney David Clisham.
May 6, 1991:	Over to the meeting of May 20, 1991 at the request of Attorney David Clisham.
Action:	Over to the meeting of June 3, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 20, 1991

PART II - 3 p.m.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Sandra Brown, 9163 Transit Operator, 49/E-124, Public Utilities Commission, San Francisco Municipal Railway, 4/30/91.
(Calendar Item No. 12) (2)

Action: Over to the meeting of June 3, 1991 at Ms. Brown's request.

Bobby Gardner, 2903 Eligibility Worker, 54/CPE-21, Department of Social Services, Medi-Cal Program, 4/30/91. (Calendar Item No. 11) (5)

Action: Over to the meeting of June 17, 1991 at the request of Local 535.

Matthew Hall, 2760 Laundry Worker, 38/E-85, Department of Public Health, Laguna Honda Hospital, 4/19/91. (Calendar Item No. 15) (7)

Action: Over to the meeting of June 17, 1991 at the joint request of Department of Public Health and Local 250.

Almarie McMillian, 1426 Senior Clerk Typist, 9/CPE-212, Department of Electricity and Telecommunications, 4/29/91.
(Calendar Item No. 13) (4)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Ms. McMillian's attorney.

Action: Over to the meeting of June 3, 1991 at the request of Ms. McMillian's attorney.

Roger Xavier, 2920 Medical Social Worker, 29/E-9, Department of Public Health, Laguna Honda Hospital, 4/5/91. (Calendar Item No. 14) (4)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 790.

Action: Over to the meeting of July 1, 1991 at the request of Local 790.

GENERAL MANAGER'S REPORT (Calendar Item No. 5)

Staff members Ray Wong and Monte Mansir reported on behalf of the General Manager, Personnel that the classification and examination of positions in Class 1823 Senior Administrative Analyst and Class 1824 Principal Administrative Analyst would proceed commencing on May 21, 1991 in two stages:

1. Target date for the classification report to be presented to the Civil Service Commission is September 16, 1991; and,
2. Examination process to begin following completion of the classification study and would take approximately three to four months;
3. Resolution of disputes may cause these time periods to be extended.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 6)

Commissioner Munson announced the commencement of a series of Civil Service Commission hearings on personnel management concerns related to Civil Service Commission Rules or those related to other administrative regulations, processes, policies or procedures. Staff directed to notify personnel officials, department heads, the Mayor, the City Attorney and employee organization representatives of the following schedule (Special Order of Business at 4:30 p.m.):

- June 3, 1991: position classification; salary setting; performance evaluation.
- July 1, 1991: examinations, including appeals; eligible lists; certification of eligibles; appointments.
- August 5, 1991: discipline; separations - both disciplinary and non-disciplinary.
- September 16, 1991: All other topics including, but not limited to: probationary period; leaves of absence; transfers; other rules, policies and procedures not covered above.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 16)

None.

A D J O U R N M E N T



City and County of San Francisco

CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - JUNE 3, 1991

DOCUMENTS DEPT.

PART 1 - 2 p.m.

JUN 7 1991

SAN FRANCISCO
PUBLIC LIBRARY

ATTENDANCE AND EXCEPTIONS

Present:	Commissioner Donovan	(Items Missed: 13A, 16, 17)
	Commissioner Mickins	
	Commissioner Munson	(Item Missed: 17)
	Commissioner Rios	
	Commissioner Uyehara	(Excused from voting on Item 7G)

Commissioner Mickins presided

MINUTES

Regular Meeting of May 20, 1991

Action: Approve.

ANNOUNCEMENTS

None.

ELECTION OF COMMISSION OFFICERS

Commissioner Grant Mickins was elected President and
Commissioner Cleo Donovan, Vice President, for terms of
office expiring May 31, 1991.

CLASSIFICATION MATTERS

1047-91 Establishment of one new classification in the Department of Public Works. (Calendar Item No. 10)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 21.

May 20, 1991: Over to the meeting of June 3, 1991 by Commission action.

Action: Over to the meeting of June 17, 1991 at the request of the Department of Public Works.

1067-91 Classification of positions in various City departments. (Calendar Item No. D)

May 20, 1991: Matter related to classification of the A987 Safety Manager, Public Utilities Commission, over to the meeting of June 3, 1991 at the request of staff.

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Utilities Commission	1	A987 Safety Manager (Sch. 65.7 \$2252B2737)	Establish Class 6141 Manager, Office of Health and Safety (J,Z Sch. 65.7 \$2252B2737) Draft class specification as detailed in the staff report.

Action: Adopt staff report.

1073-91 Review of requests for approval of proposed personal services contracts from Department of Public Health with Short-Doyle funding. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
839-90/91	Public Health	Baker Places, Inc.

CLASSIFICATION MATTERS1073-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
840-90/91	Public Health	Bayview Hunter's Point Foundation
841-90/91	Public Health	California Medivan dba MV Transportation
842-90/91	Public Health	Catholic Charities of San Francisco
843-90/91	Public Health	Conrad House, Inc.
844-90/91	Public Health	County of San Mateo-Division of Mental Health Services
845-90/91	Public Health	Episcopal Community Services
846-90/91	Public Health	Family Service Agency of San Francisco
847-90/91	Public Health	Instituto Familiar de la Raza
848-90/91	Public Health	La Cheim Residential Treatment Centers
849-90/91	Public Health	Mental Health Management I, Inc.
850-90/91	Public Health	MSC Psychiatric Services Corp.
851-90/91	Public Health	Northern California Ambulatory Health Services (Children's Hospital)
852-90/91	Public Health	Pacific Mental Health Services, Inc.
853-90/91	Public Health	Progress Foundation
854-90/91	Public Health	Ramsell Corporation
855-90/91	Public Health	Recreation Center for the Handicapped
856-90/91	Public Health	Regents of the University of California Center on Deafness

CLASSIFICATION MATTERS

1073-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
857-90/91	Public Health	Regents of the University of California Langley Porter Hospital
858-90/91	Public Health	Richmond Area Multi-Services, Inc.
859-90/91	Public Health	S.F. Mental Health Education Funds, Inc.
860-90/91	Public Health	Saint Francis Memorial Hospital
861-90/91	Public Health	St. Luke's Hospital
862-90/91	Public Health	St. Mary Pharmacy Management Services
863-90/91	Public Health	St. Mary's Hospital & Medical Center
864-90/91	Public Health	Swords to Plowshares
865-90/91	Public Health	Westside Community Mental Health Center, Inc.
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1074-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
866-90/91	Commission on Aging	Asian Law Caucus
867-90/91	Commission on Aging	Bayview Hunters Point Multipurpose Senior Center
868-90/91	Commission on Aging	Bernal Heights Community Foundation
869-90/91	Commission on Aging	Catholic Charities
870-90/91	Commission on Aging	Centro Latino De San Francisco, Inc.

CLASSIFICATION MATTERS

1074-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
871-90/91	Commission on Aging	Church of the Advent
872-90/91	Commission on Aging	Episcopal Community Services-Canon Kip
873-90/91	Commission on Aging	Family Service Agency
874-90/91	Commission on Aging	Filipino-American Council
875-90/91	Commission on Aging	Golden Gate Senior Services
876-90/91	Commission on Aging	The In-Home Support Services Consortium
877-90/91	Commission on Aging	John W. King Senior Center
878-90/91	Commission on Aging	Kimochi, Inc.
879-90/91	Commission on Aging	Korean Center, Inc.
880-90/91	Commission on Aging	Legal Assistance to the Elderly
881-90/91	Commission on Aging	Meals on Wheels of S.F., Inc.
882-90/91	Commission on Aging	Mission Community Legal Defense, Inc.
883-90/91	Commission on Aging	Mission Neighborhood Centers, Inc.
884-90/91	Commission on Aging	North of Market Senior Services
885-90/91	Commission on Aging	Operation Concern of PPMC
886-90/91	Commission on Aging	Pleasure Endeavors Projects, Inc.
887-90/91	Commission on Aging	PPMC Senior Services
888-90/91	Commission on Aging	Reality House West
889-90/91	Commission on Aging	Recreation Center for the Handicapped, Inc.
890-90/91	Commission on Aging	Russian American Community Services

CLASSIFICATION MATTERS1074-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
891-90/91	Commission on Aging	The Salvation Army
892-90/91	Commission on Aging	S.F. Institute on Aging
893-90/91	Commission on Aging	S.F. Senior Center - Downtown Branch
894-90/91	Commission on Aging	Self-Help for the Elderly
895-90/91	Commission on Aging	Services for Seniors
896-90/91	Commission on Aging	United Jewish Community Center
897-90/91	Commission on Aging	The United Way Adult Day Health Care Network
898-90/91	Commission on Aging	Visitation Valley Community Center
899-90/91	Commission on Aging	Western Addition Senior Citizens Service Center
900-90/91	Commission on Aging	Y.M.C.A. of San Francisco
901-90/91	Commission on Aging	Centro Latino De San Francisco
902-90/91	Commission on Aging	Church of the Advent
903-90/91	Commission on Aging	Filipino-American Council of S.F.
904-90/91	Commission on Aging	Kimochi, Inc.
905-90/91	Commission on Aging	Korean Center, Inc.
906-90/91	Commission on Aging	Meals on Wheels of San Francisco, Inc.
907-90/91	Commission on Aging	PPMC Senior Services
908-90/91	Commission on Aging	Russian American Community Services
909-90/91	Commission on Aging	The Salvation Army
910-90/91	Commission on Aging	Self-Help for the Elderly

CLASSIFICATION MATTERS

1074-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
911-90/91	Commission on Aging	Services for Seniors, Inc.
912-90/91	Commission on Aging	United Jewish Community Center
913-90/91	Commission on Aging	Western Addition Senior Citizens Service Center
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1075-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
914-90/91	Arts Commission	Lothar Baumgarten
915-90/91	Arts Commission	Karina and John Liikala
916-90/91	Arts Commission	Nayland Blake
917-90/91	Arts Commission	Ann Hamilton
918-90/91	Arts Commission	Michael Manwaring
919-90/91	Asian Art Museum	Lindvall, Richter & Associates
920-90/91	CAO	S.F. Clean Coalition
921-90/91	CAO	S.F. State University Public Research Institute
922-90/91	City Attorney	University of San Francisco
923-90/91	City Attorney	Santa Clara University
924-90/91	City Attorney	University of California, Davis; University of California, Hastings College of the Law; University of Wisconsin-Madison
925-90/91	Civil Service Commission	Diane Sanchez

CLASSIFICATION MATTERS1075-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
926-90/91	Civil Service Commission	Lynn Kearny
927-90/91	Civil Service Commission	Janet Bowmer
928-90/91	Civil Service Commission	Sandra Glosser
929-90/91	Civil Service Commission	Judith Sweet
930-90/91	Commission on Status of Women	Rosalie House
931-90/91	Commission on Status of Women	Asian Women's Shelter
932-90/91	Commission on Status of Women	La Casa de las Madres
933-90/91	Commission on Status of Women	WOMAN, Inc.
934-90/91	Commission on Status of Women	Asian Women's Shelter
935-90/91	Commission on Status of Women	Donaldina Cameron House
936-90/91	Commission on Status of Women	La Casa de las Madres
937-90/91	Commission on Status of Women	Rosalie House
938-90/91	Commission on Status of Women	WOMAN, Inc.
939-90/91	Controller	Precision Writing
940-90/91	Controller	Tim Meager & Associates, Inc.
941-90/91	District Attorney	University of San Francisco
942-90/91	District Attorney	San Francisco State University

CLASSIFICATION MATTERS1075-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
943-90/91	District Attorney	Golden Gate University
944-90/91	District Attorney	Hastings College of Law
945-90/91	District Attorney	University of California at Berkeley
946-90/91	District Attorney	New College of California
947-90/91	Fire	Core Corporation
948-90/91	Port	Masahiko Iwashita (Tokyo)
949-90/91	Port	Manalytics
950-90/91	Port	Journal of Commerce
951-90/91	Port	Grand World Shipping, Ltd. (Taipei)
952-90/91	Port	Government Finance Associates, Inc. & Charles A. Bell
953-90/91	Port	Cal-State University-Hayward
954-90/91	Port	Trade Reps Ltd. (Chicago)
955-90/91	Port	Trade Information Services (TIS)
956-90/91	Port	San Francisco State University
957-90/91	Port	Respiratory Medical Group, Inc.
958-90/91	Port	Port Railroads, Inc.
959-90/91	Public Health	Project Open Hand
960-90/91	Public Health	University of California, San Francisco
961-90/91	Public Health	Continuum HIV Day Services
962-90/91	Public Health	Aquarius Public Management, Inc.
963-90/91	Public Health	Catholic Charities

CLASSIFICATION MATTERS1075-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
964-90/91	Public Health	Catholic Charities
965-90/91	Public Health	Mission Neighborhood Health Center
966-90/91	Public Health	Regents, University of California, S.F.
967-90/91	Public Health	S.F. Hearing and Speech Center
968-90/91	Public Health	Bayview Hunters Point Foundation
969-90/91	Public Health	Pacific Mental Health Services/Operation Concern
970-90/91	Public Health	Visiting Nurses and Hospice of S.F./Pacific Presbyterian Medical Center
971-90/91	Public Health	Visiting Nurses and Hospice of S.F./Pacific Presbyterian Medical Center
972-90/91	Public Health	Project Open Hand
973-90/91	Public Health	S.F. AIDS Foundation
974-90/91	Public Health	Shanti Project
975-90/91	Public Health	UCSF/AIDS Health Project
976-90/91	Public Health	PSP Information Group, Inc.
977-90/91	Public Utilities Commission	Bechtel Corporation
978-90/91	Public Works	Lee Saylor, Inc.
979-90/91	Public Works	Lee Saylor, Inc.
980-90/91	Public Works	General Industrial Insulation, Inc.
981-90/91	Public Works	ACC Environmental Consultants
982-90/91	Public Works	Marcor of California

CLASSIFICATION MATTERS1075-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
983-90/91	Public Works	Connor Neely Associates
984-90/91	Public Works	Galson Technical Services
985-90/91	Public Works	Excel Environmental
986-90/91	Public Works	AGS, Inc.
987-90/91	Real Estate	Eugene E. Logan & Associates
988-90/91	Purchasing	Bedford Consulting
989-90/91	Purchasing	Mardave Compu, Inc.
990-90/91	SFUSD	Environmental Science & Engineering, Inc.
991-90/91	Sheriff	Kathleen A. McBurney
992-90/91	Sheriff	National Center on Institutions and Alternatives
993-90/91	Social Services	The Salvation Army-The Gateway
994-90/91	Social Services	Catholic Charities (Guerrero House)
995-90/91	Social Services	Travelers Aid S.F./Emergency Shelter
996-90/91	Social Services	Recreation Center for the Handicapped
997-90/91	Social Services	Travelers Aid S.F./Childcare Center
998-90/91	Social Services	Visions, Inc.
999-90/91	Social Services	Geneva Social Development Center
1000-90/91	Social Services	Association for Retarded Citizens (ARC)

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2132-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. E)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Kevin O'Connor 7514 General Laborer	Public Utilities Commission	5	5
H. Daniel McFarland 1150 General Manager, Department of Electricity	Electricity	4	4

2. TEMPORARY AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Maria Gartner 1880 Chief of Systems	Controller	4	4 12/31/91

Action: Adopt staff report.

EXAMINATION MATTERS

3038-91 Appeal of background rejection for Class 02 Police Officer by Lys C. Miller. (Calendar Item No. 11)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

April 15, 1991: Over to the meeting of May 6, 1991 at Ms. Miller's request.

May 6, 1991: Over to the meeting of June 3, 1991 at Ms. Miller's request.

Action: Over to the meeting of June 17, 1991 at Ms. Miller's request.

EXAMINATION MATTERS (cont.)

- 3080-91 Appeal of staff's denial of protest regarding the composition of the oral board rating candidates in the examination for Class 9142 Transit Manager III. (Calendar Item No. 13)

Action: Adopt staff report; deny appeals of Richard Conoly, Robert Johnson, James Sauer and James Stewart.

- 3102-91 Appeal of background rejection for Class Q2 Police Officer by Joyce Yvette Randall. (Calendar Item No. 12)

May 20, 1991: Over to the meeting of June 3, 1991 at the request of Ms. Randall's attorney.

Action: Deny appeal; sustain the decision of the Chief of Police.

- 3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. J)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

Action: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

IN-SERVICE MATTERS

- 4173-91 Guidelines for Race and Ethnic Identification of Employees. (Calendar Item No. I)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

IN-SERVICE MATTERS (cont.)

4173-91

(cont.)

- April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.
- April 15, 1991: Over to the meeting of May 6, 1991 by Commission action.
- May 6, 1991: Over to the meeting of May 20, 1991 at the request of Commissioner Munson.
- May 20, 1991: Over to the meeting of June 3, 1991 at the request of Commissioner Munson.
- Action: Over to the meeting of June 17, 1991 at the request of Peter Roybal. On June 17, 1991 this matter will be continued to the meeting of July 1, 1991 at the request of Professor Alex Saragosa, University of California, Berkeley.

4619-91

Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. F)

- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4620-91

Resolution of Commendation for Robert Tecco, Purchasing Department, upon his retirement after twenty-four (24) years of service. (Calendar Item No. 6)

- Action: Adopt.

4621-91

Resolution of Commendation for Dave Fong, Chief Assistant Controller of the City and County of San Francisco, upon his retirement after thirty-seven and one-half (37½) years of service. (Calendar Item No. 5)

- Action: Adopt.

IN-SERVICE MATTERS (cont.)

4622-91 Request to designate Class 1933 School Warehouse Assistant Supervisor as promotive for layoff purposes. (Calendar Item No. G)

Action: Adopt staff report; designate Class 1933 School Warehouse Assistant Supervisor as promotive for layoff purposes. (Vote of 4 to 0: Commissioner Uyebara excused from voting pursuant to Charter Section 3.500).

4623-91 Revision of the seniority rosters for the Health Program Coordinator Series. (Calendar Item No. H)

Action: Adopt staff report; revise the seniority rosters for the Health Program Coordinator series as detailed in the staff report.

4635-91 Modification of the Civil Service Commission 1991-92 Budget Submission. (Calendar Item No. 13A)

Action: Adopt report; forward to the Office of the Mayor.

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. K)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

August 6, 1990: 1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.

August 6, 1990: 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.

IN-SERVICE MATTERS (cont.)

4989-90
(cont.)

3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990:	Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.
October 1, 1990:	Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.
October 15, 1990:	Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.
November 5, 1990:	Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.
November 19, 1990:	Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.
December 3, 1990:	Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
January 7, 1991:	Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
February 4, 1991:	Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
March 4, 1991:	Over to the meeting of March 18, 1991 at the request of the City Attorney.
March 18, 1991:	Over to the meeting of April 1, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.

IN-SERVICE MATTERS (cont.)

4989-90
(cont.)

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.

April 15, 1991: Over to the meeting of May 6, 1991 at the request of Attorney David Clisham.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Attorney David Clisham.

May 20, 1991: Over to the meeting of June 3, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

Action: Over to the meeting of June 17, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

GENERAL MANAGER'S REPORT (Calendar Item No. 8)

The General Manager, Personnel reported that the Equal Employment Opportunity Commission has issued a finding in the matter of Gallegos versus the City and County of San Francisco (EEOC Charge Number 835-88-0003) as follows:

The Commission finds no reasonable cause to believe that the Respondent unlawfully discriminated against Filipinos on the basis of their race and/or national origin with respect to hire, assignment, promotion, and terms and conditions of employment in the Official and Administrator positions within the Financial Administration functional area, as reported by the Respondent on EEOC Form 164, State and Local Government Information (EE0-4).

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 9)

None.

SPECIAL ORDER OF BUSINESS AT 4:30 p.m.

Hearing on Personnel Management concerns related to Civil Service Commission Rules, Policies, and Procedures. (Calendar Item No. 14)

- Position classification and related matters, e.g., temporary assignments outside of classification and status principles;
- Salary and wage administration;
- Performance evaluation.

The following persons addressed the Commission:

Tod Cochran, Local 790
Helen Moss, Local 790
Jim Ilnicki, Airports Commission
Fred Peterson, Local 200

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 3, 1991

PART II - 3 p.m.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Sandra Brown, 9163 Transit Operator, 49/E-124, Public Utilities Commission, San Francisco Municipal Railway, 4/30/91. (Calendar Item No. 19) (2)

May 20, 1991: Over to the meeting of June 3, 1991 at Ms. Brown's request.

Action: Over to the meeting of June 17, 1991 at request of Transport Workers Union.

Diane Dorsey, 1426 Senior Clerk Typist, 3/CPE-209, Department of Public Health, Community Mental Health Services, 2/15/91. (Calendar Item No. 17) (7)

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

Almarie McMillian, 1426 Senior Clerk Typist, 9/CPE-212, Department of Electricity and Telecommunications, 4/29/91. (Calendar Item No. 16) (4)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Ms. McMillian's attorney.

May 20, 1991: Over to the meeting of June 3, 1991 at the request of Ms. McMillian's attorney.

Action: Over to the meeting of June 17, 1991 due to the department's non-appearance (First item of Part II calendar).

Roosevelt Steele, Jr. 7311 Cement Mason, 4/E-7, Department of Public Works, Building Repair, 5/6/91. (Calendar Item No. 18) (7)

Action: Off calendar at the request of Mr. Steele's attorney.
Request for hearing withdrawn.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 20)

None.

A D J O U R N M E N T



City and County of San Francisco

CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

DOCUMENTS DEPT.

JUN 21 1991

SAN FRANCISCO
PUBLIC LIBRARY

REGULAR MEETING - JUNE 17, 1991

PART 1 - 2 p.m.

ATTENDANCE AND EXCEPTIONS

Present: Commissioner Mickins
Commissioner Munson
Commissioner Rios

Excused: Commissioner Donovan
Commissioner Uyehara

Commissioner Mickins presided

MINUTES

Regular Meeting of June 3, 1991

Action: Approve as amended to reflect correction to the action reported on the election of officers (Item Number 4): change terms of office from May 31, 1991 to May 31, 1992.

ANNOUNCEMENTS

The Executive Session scheduled for June 17, 1991 was cancelled.

CLASSIFICATION MATTERS

- 1047-91 Establishment of one new classification in the Department of Public Works. (Calendar Item No. 9)
- May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 21.
- May 20, 1991: Over to the meeting of June 3, 1991 by Commission action.
- June 3, 1991: Over to the meeting of June 17, 1991 at the request of the Department of Public Works.
- Action: Over to the meeting of July 1, 1991 at the request of staff.

- 1086-91 Review of requests for approval of proposed personal services contracts from Department of Public Health with Short-Doyle funding. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1001-90/91	Public Health	Asian American Residential Recovery Services, Inc.
1002-90/91	Public Health	Baker Places, Inc.
1003-90/91	Public Health	Bay Area Addiction Research and Treatment, Inc.
1004-90/91	Public Health	Bayview Hunter's Point Foundation
1005-90/91	Public Health	Center for Human Development, Inc.
1006-90/91	Public Health	Chemical Awareness and Treatment Services, Inc.
1007-90/91	Public Health	The Friendship House Association of American Indians, Inc.
1008-90/91	Public Health	Haight Ashbury Free Clinics, Inc.
1009-90/91	Public Health	Henry Ohlhoff House, Inc.
1010-90/91	Public Health	Horizons Unlimited of S.F., Inc.

CLASSIFICATION MATTERS (cont.)1086-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1011-90/91	Public Health	Mission Council on Alcohol Abuse for the Spanish Speaking, Inc.
1012-90/91	Public Health	Multicultural Training Resource Center, Inc.
1013-90/91	Public Health	National Council on Alcoholism and Other Drug Addictions - Bay Area, Inc.
1014-90/91	Public Health	North of Market Senior Services, Inc.
1015-90/91	Public Health	Pacific Presbyterian Mental Health Services, Inc.
1016-90/91	Public Health	S.F. Pretrial Diversion Project, Inc.
1017-90/91	Public Health	S.F. Suicide Prevention, Inc.
1018-90/91	Public Health	St. Vincent de Paul Society of San Francisco, Inc.
1019-90/91	Public Health	The Salvation Army, A California Corp.
1020-90/91	Public Health	University of California/AIDS Health Project
1021-90/91	Public Health	University of California/PACE
1022-90/91	Public Health	Walden House, Inc.
1023-90/91	Public Health	Westside Community Mental Health Center, Inc.
1024-90/91	Public Health	Women's Alcoholism Center, Inc.
1025-90/91	Public Health	Women's Institute for Mental Health, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1087-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1026-90/91	Airport	County of San Mateo, Planner
1027-90/91	Airport	San Mateo County, Roundtable Consultant
1028-90/91	Airport	Janis Bell
1029-90/91	City Attorney	Melinda Kanter, Marin Day Schools
1030-90/91	Controller	Oracle Corporation
1031-90/91	Controller	Northwest Systems Group, Inc.
1032-90/91	Controller	Owens Information Systems, Inc.
1033-90/91	Controller	Data Processing & Accounting Services
1034-90/91	Convention Facilities	S.F. Convention & Visitors Bureau
1035-90/91	Convention Facilities	Wallace Mah & Louie
1036-90/91	Human Rights Commission	Hastings College of the Law
1037-90/91	Mayor's Office	Maggie LaRue
1038-90/91	Mayor's Office	Peter Lloyd Thompson
1039-90/91	Parking & Traffic	Tim Meager & Associates
1040-90/91	Public Health	Weissburg & Aronson, Inc.
1041-90/91	Public Health	University of California, S.F. Medical Center
1042-90/91	Public Health	University of California, S.F., SFGH Medical Group, Department of OB/GYN
1043-90/91	Public Health	Shared Medical System (SMS)

CLASSIFICATION MATTERS (cont.)

1087-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1044-90/91	Public Health	Narvco Enterprises, Inc.
1045-90/91	Public Health	Health Management Systems, Inc. (HMS)
1046-90/91	Public Health	Allied Information & Service Corp. (AIS)
1047-90/91	Public Health	Midwest Inventory Service, Inc.
1048-90/91	Public Health	Hanson, Bridgett, Marcus, Vlahos & Rudy
1049-90/91	Public Health	Baker Places, Inc.
1050-90/91	Public Health	Walden House, Inc.
1051-90/91	Public Health	Asian American Health Forum
1052-90/91	Public Health	Community United in Response to AIDS/SIDA (CURAS)
1053-90/91	Public Health	Continuum HIV Day Services
1054-90/91	Public Health	Family Service Agency of S.F.
1055-90/91	Public Health	Hartford Street Zen Center
1056-90/91	Public Health	Larkin Street Youth Center
1057-90/91	Public Health	Shanti Project
1058-90/91	Public Health	Shanti Project
1059-90/91	Public Health	University of the Pacific School of Dentistry
1060-90/91	Public Health	Pacific Mental Health Services/Operation Concern
1061-90/91	Public Health	S.F. Community Clinic Consortium
1062-90/91	Public Health	UCSF/AIDS Health Project

CLASSIFICATION MATTERS (cont.)

1087-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1063-90/91	Public Health	University of California, San Francisco, AIDS Health Project
1064-90/91	Public Health	Chronic Fatigue Immune Dysfunction Syndrome, Inc.
1065-90/91	Public Health	Sequoia Hospital District, Redwood City
1066-90/91	Public Health	Compumed, Inc.
1067-90/91	Public Health	Pharmedix
1068-90/91	Public Health	Carlene Keller
1069-90/91	Public Health	Department of Biomechanics, California College of Podiatric Medicine
1070-90/91	Public Health	H.H. Brady, D.D.S.
1071-90/91	Public Health	Central City Hospitality House
1072-90/91	Public Health	King American, Mercy Life Care, and S.F. Ambulance Company
1073-90/91	Public Health	University of California S.F.
1074-90/91	Public Health	California College of Podiatric Medicine
1075-90/91	Public Health	Bayview Hunter's Point Foundation
1076-90/91	Public Health	National Association of Black & White Men Together/BAHSES
1077-90/91	Public Utilities Commission	Call Company, Ltd.
1078-90/91	Public Works	Monterey Canyon Research Vessels, Inc.

CLASSIFICATION MATTERS (cont.)

1087-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1079-90/91	Public Works	Media Solutions
1080-90/91	Public Works	Imageworks
1081-90/91	Public Works	California Computer Options
1082-90/91	Public Works	AGS, Inc.
1083-90/91	Social Services	S.F. Community College District
1084-90/91	Social Services	Conard House, Inc. (SF Support Services-Hotel Program)
1085-90/91	Social Services	Conard House, Inc. (SF Support Services-MSD Program)
1086-90/91	Mayor's Office	Liebert, Cassidy and Frierson

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1089-91 Classification of positions in various City departments.
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/LHH	1	2145 Hospital Associate Administrator (Sch. 70.6 \$286283479)	Same

CLASSIFICATION MATTERS (cont.)

1089-91 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	PUC/MUNI	1	A042 Senior Light Rail Vehicle Engineer (J, \$243582960)	Establish Class 9196 Senior Light Rail Equipment Engineer (J,Z Sch. 66.4 \$233282835) Amend specification for Class 9195 Light Rail Vehicle Equipment Engineer Draft class specification as detailed in the staff report.
Action: Adopt staff report.				

COMPENSATION MATTERS

- 2140-91 Request for selection by the Civil Service Commission of one (1) member to serve on the three (3) member Civil Service Commission Rule 26 - Temporary Assignments Outside of Classification, Fact-Finding Panel. (Calendar Item No. 10)
- Action: Edward M. Gazzano, Director of Personnel, Department of Public Health, appointed as the Commission's designee to the Rule 26 Panel; Carol M. Sam, Senior Departmental Personnel Officer, Recreation and Park Department, appointed as alternate.
- 2147-91 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. D)
- Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3038-91 Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (Calendar Item No. 11)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

April 15, 1991: Over to the meeting of May 6, 1991 at Ms. Miller's request.

May 6, 1991: Over to the meeting of June 3, 1991 at Ms. Miller's request.

June 3, 1991: Over to the meeting of June 17, 1991 at Ms. Miller's request.

Action: Over to the meeting of July 1, 1991 at the request of Ms. Miller's attorney.

3108-91 Appeal of staff's denial of protest of the terms of the announcement for Class 5132 Manager, Bureau of Water Pollution Control, and Class 5134 Deputy Manager, Bureau of Water Pollution Control. (Calendar Item No. 14)

Action: Over to the meeting of July 1, 1991 at Mr. Leonard's request.

3118-91 Selection and adoption of numerical listing of alternative method for breaking tie scores, exclusive of uniform classifications, for Fiscal Year 1991-92. (Calendar Item No. 26)

Action: The following numerical listing of alternative method for breaking tie scores was adopted for use during Fiscal Year 1991-92: 1: 4; 2: 8; 3: 6; 4: 0; 5: 3; 6: 9; 7: 7; 8: 5; 9: 2; 10: 1.

3119-91 Appeal of background rejection for Class Q2 Police Officer by Daniel T. Gee. (Calendar Item No. 13)

Action: Over to the meeting of July 15, 1991 by mutual agreement.

EXAMINATION MATTERS (cont.)

- 3132-91 Appeal of staff's denial of protest concerning rejection of application for Class 2708 Custodian. (Calendar Item No. 15)

Action: Adopt staff report; deny appeal of Chung-Hung Li.

- 3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. 12)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

Action: Over to the meeting of July 15, 1991 by mutual agreement.

- 3554-91 Request for approval of revised Class Q2 Police Officer Medical Standards. (Calendar Item No. E)

Action: Approve and adopt the revised medical standards.

IN-SERVICE MATTERS

- 4173-91 Guidelines for Race and Ethnic Identification of Employees. (Calendar Item No. J)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.

April 15, 1991: Over to the meeting of May 6, 1991 by Commission action.

IN-SERVICE MATTERS (cont.)

- 4173-91 May 6, 1991: Over to the meeting of May 20, 1991 at the
(cont.) request of Commissioner Munson.
- May 20, 1991: Over to the meeting of June 3, 1991 at the
request of Commissioner Munson.
- June 3, 1991: Over to the meeting of June 17, 1991 at the
request of Peter Roybal. On June 17, 1991
this matter will be continued to the
meeting of July 1, 1991 at the request of
Professor Alex Saragosa, University of
California, Berkeley.
- Action: Over to the meeting of July 1, 1991 at the request of
Professor Alex Saragosa, University of California,
Berkeley.
- 4684-91 Review of new personnel requisitions with special qualifications or
skills and authorization for Exception to the Order of Layoff if
such positions are subject to displacement. (Calendar Item No. F)
- Action: Adopt staff report; authorize Exception to the Order of
Layoff pursuant to Civil Service Commission Rule 32 -
Layoff and Involuntary Leave, Section 32.05 - Exceptions
to Order of Layoff, if positions requiring special
qualifications or skills are subject to displacement.
Prior to effecting any exceptions, the department is
required to canvass all more senior employees in that
department and class to determine if a more senior
employee possesses the requisite qualifications or
skills.
- 4685-91 Resolution of Commendation for Scott Breed, Senior Personnel
Analyst, Civil Service Commission, upon his retirement after twenty
(20) years of service. (Calendar Item No. 4)
- Action: Adopt.
- 4686-91 Resolution of Commendation for Consuelo Suez, Departmental Personnel
Officer, Department of Public Health, upon her retirement after
twenty-five (25) years of service. (Calendar Item No. 5)
- Action: Adopt.

IN-SERVICE MATTERS (cont.)

4687-91 Request to designate Class 2250 Director of Clinical Services as promotive for layoff purposes. (Calendar Item No. G)

Action: Adopt staff report; designate Class 2250 Director of Clinical Services as promotive for layoff purposes.

4688-91 Request to designate Class 2454 Clinical Pharmacist as promotive for layoff purposes. (Calendar Item No. H)

Action: Adopt staff report; designate Class 2454 Clinical Pharmacist as promotive for layoff purposes.

4689-91 Request to designate Class 7226 Carpenter Supervisor I as promotive for layoff purposes. (Calendar Item No. I)

Action: Adopt staff report; designate Class 7226 Carpenter Supervisor I as promotive for layoff purposes.

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 16)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

August 6, 1990:

1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.

IN-SERVICE MATTERS (cont.)

- 4989-90 August 6, 1990: 3. The Commission directed that this matter
(cont.) (cont.) be rescheduled for its consideration at
its meeting of Monday, September 17,
1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the
attorneys for the petitioners meet with
the City Attorney before the September
17, 1990 meeting to explore what
settlement options are open.
- September 17, 1990: Over to the meeting of October 1, 1990 at
the request of David Clisham through the
City Attorney's office.
- October 1, 1990: Over to the meeting of October 15, 1990 at
the request of David Clisham through the
City Attorney's Office.
- October 15, 1990: Over to the meeting of November 5, 1990 at
the joint request of Attorney David Clisham
and the City Attorney's Office.
- November 5, 1990: Over to the meeting of November 19, 1990 at
the request of David Clisham through the
City Attorney's Office.
- November 19, 1990: Over to the meeting of December 3, 1990 at
the joint request of the City Attorney's
Office and Attorney David Clisham.
- December 3, 1990: Over to the meeting of January 7, 1991 at
the joint request of the City Attorney's
Office and Attorney David Clisham.
- January 7, 1991: Over to the meeting of February 4, 1991 at
the joint request of the City Attorney's
Office and Attorney David Clisham.
- February 4, 1991: Over to the meeting of March 4, 1991 at the
joint request of the City Attorney's Office
and Attorney David Clisham.
- March 4, 1991: Over to the meeting of March 18, 1991 at
the request of the City Attorney.
- March 18, 1991: Over to the meeting of April 1, 1991 at the
request of the City Attorney's Office due
to ongoing discussion between the City
Attorney's Office and Attorney David
Clisham.

IN-SERVICE MATTERS (cont.)

4989-90 April 1, 1991: Over to the meeting of April 15, 1991 at
(cont.) the request of the City Attorney's Office
due to ongoing discussion between the City
Attorney's Office and Attorney David
Clisham.

April 15, 1991: Over to the meeting of May 6, 1991 at the
request of Attorney David Clisham.

May 6, 1991: Over to the meeting of May 20, 1991 at the
request of Attorney David Clisham.

May 20, 1991: Over to the meeting of June 3, 1991 at the
joint request of the City Attorney's Office
and Attorney David Clisham.

June 3, 1991: Over to the meeting of June 17, 1991 at the
joint request of the City Attorney's Office
and Attorney David Clisham.

Action: Over to the meeting of July 1, 1991 by joint request of
the City Attorney's Office and Attorney David Clisham.

GENERAL MANAGER'S REPORT (Calendar Item No. 7)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 8)

None.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 17, 1991

PART II - 3 p.m.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Sandra Brown, 9163 Transit Operator, 49/E-124, Public Utilities
Commission, San Francisco Municipal Railway, 4/30/91.
(Calendar Item No. 23) (2)

May 20, 1991: Over to the meeting of June 3, 1991 at Ms.
Brown's request.

June 3, 1991: Over to the meeting of June 17, 1991 at the
request of the Transport Workers Union.

Action: Over to the meeting of July 15, 1991 at the request of
the Transport Workers Union.

Carlos Ferreira, 6231 Senior Street Inspector, 5/CPE-3, Department
of Public Works, Bureau of Engineering, 5/20/91.
(Calendar Item No. 22) (5)

Action: Over to the meeting of July 15, 1991 at the request of
Local 21.

Bobby Gardner, 2903 Eligibility Worker, 54/CPE-21, Department of
Social Services, Medi-Cal Program, 4/30/91. (Calendar Item No. 21)
(5)

May 20, 1991: Over to the meeting of June 17, 1991 at the
request of Local 535.

Action: Over to the meeting of July 1, 1991 at the request of
Local 535.

Matthew Hall, 2760 Laundry Worker, 38/E-85, Department of Public Health, Laguna Honda Hospital, 4/19/91. (Calendar Item No. 24) (7)

May 20, 1991: Over to the meeting of June 17, 1991 at the joint request of Department of Public Health and Local 250.

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

Berrick M. Harvey, 1446 Secretary II, 10/CPE-020, Department of Public Works, Bureau of Construction Management, 5/24/91. (Calendar Item No. 19) (4)

Action: Over to the meeting of July 1, 1991 at the request of Local 790.

Almarie McMillian, 1426 Senior Clerk Typist, 9/CPE-212, Department of Electricity and Telecommunications, 4/29/91. (Calendar Item No. 18) (4)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Ms. McMillian's attorney.

May 20, 1991: Over to the meeting of June 3, 1991 at the request of Ms. McMillian's attorney.

June 3, 1991: Over to the meeting of June 17, 1991 due to the department's non-appearance (First item of Part II calendar).

Action: Over to the meeting of July 1, 1991 at the joint request of the Department of Electricity and Telecommunications and Ms. McMillian.

Leola Roberson, 1630 Account Clerk, 1/E-10, Department of Public Health, Laguna Honda Hospital, 5/17/91. (Calendar Item No. 20) (4)

Action: Over to the meeting of July 1, 1991 at the request of Local 790.

Linda Saucedo, 330 Deputy Clerk, 38/CPE-1, San Francisco Municipal Court, 5/13/91. (Calendar Item No. 25) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Municipal Court.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 27)

None.

A D J O U R N M E N T



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - JULY 1, 1991

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Mickins presided

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JUL 9 1991

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MINUTES

Regular Meeting of July 1, 1991

Action: Approve.

ANNOUNCEMENT

The Civil Service Commission met in closed session on Monday, July 1, 1991 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54956.9 and 54957.6 of the Government Code of the State of California to confer with the City Attorney regarding pending litigation in the matter of Loomis, et al. v. Silverman, et al. (Superior Court Number 811-096); to consider a matter involving a significant exposure to litigation; and to consult with the Commission's chief labor negotiator on labor relations issues.

All the members of the Commission were present.

ANNOUNCEMENTS (cont.)

On the Loomis matter:

1. Approve settlement as negotiated by the City Attorney and delegate to staff the remaining details.
2. Extend Holdover Rosters for Class 2526 Ambulance Drivers and Class 2528 Medical Steward to August 31, 1991.
3. Direct the staff to prepare a report with respect to the remaining persons: Ron Warren and Andrew Litowsky.

On the matter involving a significant exposure to litigation:

The Commission continued the discussion to an Executive Session to be held on Monday, July 15.

On the matter related to the labor relations issues:

The Commission recessed the meeting to the call of the Chair on some issues and took no action on others.

CLASSIFICATION MATTERS

1047-91 Establishment of one new classification in the Department of Public Works. (Calendar Item No. 9)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 21.

May 20, 1991: Over to the meeting of June 3, 1991 by Commission action.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of the Department of Public Works.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of staff.

Action: Over to the meeting of August 19, 1991 by Commission action. Staff to report back to the Commission at this meeting after investigating other public entities as to the utilization of contract compliance/administration classes and after exploring the possibilities of expanding the scope of duties and responsibilities of the contract compliance series.

CLASSIFICATION MATTERS (cont.)

1096-91 Classification of positions in various City departments.
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Medical Examiner/ Coroner	5	AA01 Forensic Pathologist (Sch. 75.6 \$3653B4440)	Establish Class 2582 Forensic Pathologist (J,2 Sch. 75.6 \$3653B4440) Draft class specification as detailed in the staff report.
Public Health/SFGH	1	7347 Plumber (Sch. 60.4 \$1740B2115)	7203 Buildings and Grounds Maintenance Supervisor (Sch. 59.3 \$1650B2004)
	2	1426 Senior Clerk Typist (Sch. 47.3 \$929B1125)	Same
Public Health/CMHS	1	1424 Clerk Typist (Sch. 45.4 \$850B1027)	Same
	2	2930 Psychiatric Social Worker (Sch. 57.2 \$1491B1809)	Same
	1	2574 Clinical Psycholgist (Sch. 60.6 \$1756B2135)	Same
Public Utilities Commission	1	A053 General Claims Agent (J, \$2557B3108)	Establish Class 9161 General Claims Agent (J,2 Sch. 67.7 \$2483B3018) Draft class specification as detailed in the staff report.

Action: 1. The classification of the Class 7347 Plumber position at the Department of Public Health, San Francisco General Hospital Medical Center: off calendar.

CLASSIFICATION MATTERS (cont.)

1096-91
(cont.)

2. Adopt staff report on all others.

1097-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-91/92	Airport	NET Pacific, Inc.
2-91/92	Airport	Delta Environmental/ Sedgwick James
3-91/92	Controller	Melotech, Inc.
4-91/92	Controller	Boole and Babbage, Inc.
5-91/92	Fire	UC San Francisco
6-91/92	Fire	Wes Valentine
7-91/92	Police	Arthur Rose
8-91/92	Juvenile Probation	Various (Asian Youth Center; Bayview Hunters Point Foundation; Morrissania West; OM Pilgrim Community Center; Potrero Hill Neighborhood House)
9-91/92	Public Utilities Commission	S.F. Conservation Corps/California Conservation Corps
10-91/92	Public Utilities Commission	Planning Collaborative
11-91/92	Public Works	Forell/Elsesser Engineers
12-91/92	Public Works	Anthony Rattonetti-Consultant
13-91/92	Public Works	Protostar-Computer Technology, Inc.
14-91/92	Recreation and Park	Robert Hansen Golden Gate Park Band
15-91/92	Sheriff	Man Alive - Hamish Sinclair

	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1097-91 (cont.)	16-91/92	Social Services	University of California/In-Home Support Services
	17-91/92	Social Services	Diane Fritz
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.		

COMPENSATION MATTERS

2148-91 Recommendations about, Response to, and Analysis of the Board of Supervisors' Budget Analyst's Report on the Salary Standardization process. (Calendar Item No. 8)

Action: Adopt staff report.

2149-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Rosa Scott 9202 Airport Communications Operator	Airport	5	5
Shirley Li 1630 Account Clerk	Controller	4	4
Jehive Reverente 8214 Parking Control Officer	Parking and Traffic	3	3
Richard Lack 5177 Safety Officer	Airport	5	5

COMPENSATION MATTERS (cont.)

2149-91
(cont.)

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Eilleen Hirst 8452 Criminal Justice Specialist II	Sheriff	3	3 6/30/92
Joseph Jung 2593 Health Program Coordinator III	Public Health	2	2 6/30/92
Myra Snyder A860 Associate Director of Health	Public Health	2	2 6/30/92
Martha Jimenez 1837 Legislative Policy Analyst	Board of Supervisors	4	4 6/30/92
Caroline McCall 1837 Legislative Policy Analyst	Board of Supervisors	2	2 6/30/92

Action: Adopt staff report.

2157-91 Requests for extension of appointment above the entrance rate for various employees. (Calendar Item No. D)

Action: Adopt staff report.

EXAMINATION MATTERS

3038-91 Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (Calendar Item No. 10)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

EXAMINATION MATTERS (cont.)

3038-91
(cont.) April 15, 1991: Over to the meeting of May 6, 1991 at Ms. Miller's request.

May 6, 1991: Over to the meeting of June 3, 1991 at Ms. Miller's request.

June 3, 1991: Over to the meeting of June 17, 1991 at Ms. Miller's request.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Ms. Miller's attorney.

Action: Over to the meeting of July 15, 1991 (Special Order of Business: first item after 2:30 p.m.).

3108-91 Appeal of staff's denial of protest of the terms of the announcement for Class 5132 Manager, Bureau of Water Pollution Control, and Class 5134 Deputy Manager, Bureau of Water Pollution Control. (Calendar Item No. 11)

June 17, 1991: Over to the meeting of July 1, 1991 at Mr. Leonard's request.

Action: Over to the meeting of July 15, 1991 at the joint request of Mr. Leonard and staff.

3578-91 Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (Calendar Item No. 12)

Action: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.

IN-SERVICE MATTERS

4173-91 Guidelines for Race and Ethnic Identification of Employees. (Calendar Item No. 14)

March 4, 1991: Post for informational purposes; recaendar on March 18, 1991 for public comment and action.

IN-SERVICE MATTERS (cont.)

4173-91
(cont.)

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.

April 15, 1991: Over to the meeting of May 6, 1991 by Commission action.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Commissioner Munson.

May 20, 1991: Over to the meeting of June 3, 1991 at the request of Commissioner Munson.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Peter Roybal. On June 17, 1991 this matter will be continued to the meeting of July 1, 1991 at the request of Professor Alex Saragosa, University of California, Berkeley.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Professor Alex Saragosa, University of California, Berkeley.

Action: Adopt guidelines.

4695-91 Clerical amendment to list P-132 for Class 9163 Transit Operator in order to conform with the terms of the examination announcement. (Calendar Item No. E)

Action: Adopt staff report.

4752-91 Appeal of the action of the General Manager, Personnel to approve the request by Mr. William Irwin to reinstate from a promotive probationary appointment in Class 1656 Head Accountant to an appointment in a former class of 1654 Principal Accountant. (Calendar Item No. 13)

Action: Deny appeal of Juan Ernie Braganza; sustain the action of the General Manager, Personnel.

IN-SERVICE MATTERS (cont.)

4753-91 Request to designate Class 6242 Plumbing Inspector as promotive for layoff purposes. (Calendar Item No. F)

Action: Adopt staff report; designate Class 6242 Plumbing Inspector as promotive for layoff purposes.

4754-91 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. G)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4755-91 Ratification of action of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from April 1, 1991 to June 30, 1991. (Calendar Item No. H)

Action: Approve.

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 15)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

August 6, 1990: 1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.

IN-SERVICE MATTERS (cont.)

4989-90
(cont.)

2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.

December 3, 1990: Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

January 7, 1991: Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

February 4, 1991: Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

March 4, 1991: Over to the meeting of March 18, 1991 at the request of the City Attorney.

IN-SERVICE MATTERS (cont.)

4989-90

(cont.) March 18, 1991: Over to the meeting of April 1, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.

 April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.

 April 15, 1991: Over to the meeting of May 6, 1991 at the request of Attorney David Clisham.

 May 6, 1991: Over to the meeting of May 20, 1991 at the request of Attorney David Clisham.

 May 20, 1991: Over to the meeting of June 3, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

 June 3, 1991: Over to the meeting of June 17, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

 June 17, 1991: Over to the meeting of July 1, 1991 by joint request of the City Attorney's Office and Attorney David Clisham.

 Action: Off calendar pending disposition of remaining cases; see action of Executive Session of July 1, 1991.

General Manager's Report. (Calendar Item No. 6)

None.

Commissioners' New Business. (Calendar Item No. 7)

None.

SPECIAL ORDER OF BUSINESS AT 4:30 p.m. (Calendar Item No. 16)

Hearing on Personnel Management Concerns Related to Civil Service Commission Rules, Policies, and Procedures.

- examinations, including applications, protests and appeals;
- eligible lists;
- certification of eligibles;
- appointments.

The following persons addressed the Commission:

Tod Cochran, Local 790
John Foreman, on his own behalf
Jim Horan, Department of Public Works
J.B. Martin, Automotive Machinists Union, Lodge 1305
David Novogrodsky, Local 21
Alice Villagomez, Department of Parking and Traffic
Ray Wong, Civil Service Commission

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 1, 1991

PART II - 3 p.m.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

John C. Chapple, 9139 Transit Supervisor, 29/CPE-2, Public Utilities Commission, San Francisco Municipal Railway, 5/25/91. (Calendar Item No. 19) (5)

Action: Over to the meeting of August 5, 1991 at the joint request of Mr. Chapple and the Public Utilities Commission.

Bobby Gardner, 2903 Eligibility Worker, 54/CPE-21, Department of Social Services, Medi-Cal Program, 4/30/91. (Calendar Item No. 18) (5)

May 20, 1991: Over to the meeting of June 17, 1991 at the request of Local 535.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Local 535.

Action: Off calendar at Mr. Gardner's request; request for hearing withdrawn.

Berrick M. Harvey, 1446 Secretary II, 10/CPE-020, Department of Public Works, Bureau of Construction Management, 5/24/91. (Calendar Item No. 23) (4)

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Local 790.

Action: Over to the meeting of July 15, 1991 at the joint request of the Department of Public Works and Local 790. (Special Order of Business: first item after 3:30 p.m.).

Almarie McMillian, 1426 Senior Clerk Typist, 9/CPE-212, Department of Electricity and Telecommunications, 4/29/91. (Calendar Item No. 22) (4)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Ms. McMillian's attorney.

May 20, 1991: Over to the meeting of June 3, 1991 at the request of Ms. McMillian's attorney.

June 3, 1991: Over to the meeting of June 17, 1991 due to the department's non-appearance (First item of Part II calendar).

June 17, 1991: Over to the meeting of July 1, 1991 at the joint request of the Department of Electricity and Telecommunications and Ms. McMillian.

Action: Return name to the eligible list from which appointed to this position (Class 1426 Senior Clerk Typist). Not to be employed again by the Department of Electricity and Telecommunications.

Rick J. Ribero, 7410 Automotive Service Worker, 13/E-7, Public Utilities Commission, San Francisco Municipal Railway, 2/23/91. (Calendar Item No. 24) (7)

April 1, 1991: Over to the meeting of May 6, 1991 at the request of Mr. Ribero's attorney.

May 6, 1991: Over to the meeting of July 1, 1991 at the request of Mr. Ribero's attorney.

Action: Over to the meeting of August 5, 1991 at the request of the Public Utilities Commission.

Leola Roberson, 1630 Account Clerk, 1/E-10, Department of Public Health, Laguna Honda Hospital, 5/17/91. (Calendar Item No. 20) (4)

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Local 790.

Action: Over to the meeting of July 15, 1991 at the request of Local 790.

Roger Xavier, 2920 Medical Social Worker, 29/E-9, Department of Public Health, Laguna Honda Hospital, 4/5/91. (Calendar Item No. 21) (4)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 790.

May 20, 1991: Over to the meeting of July 1, 1991 at the request of Local 790.

Action: Off calendar at the request of the Department of Public Health.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 25)

None.

A D J O U R N M E N T

In memory of Leslie Ann Donovan, daughter of Civil Service Commissioner Cleo Donovan.



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
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JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - JULY 15, 1991

PART I - 2 p.m.

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ATTENDANCE AND EXCEPTIONS

Present: Commissioner Mickins
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Donovan
Commissioner Rios

Commissioner Mickins presided.

MINUTES

Regular Meeting of July 15, 1991.

Action: Approve.

ANNOUNCEMENT

The Civil Service Commission met in closed session on Monday, July 15, 1991 at 1 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to confer with and instruct the Commission's chief labor negotiator on labor relations issues.

Present were Commissioners Mickins, Munson and Uyehara.

The Commission instructed its labor negotiator.

CLASSIFICATION MATTERS

1079-91 Amendment of class specification for Class 8206 Institutional Police Captain and Class 8209 Institutional Police Lieutenant.
(Calendar Item No. C)

Action: Adopt staff report. Amend the class specification for Classes 8206 Institutional Police Captain (Sch. 59.0 \$1626-1975 B/W) and 8209 Institutional Police Lieutenant (Sch. 57.0 \$1477-1791 B/W). Amended class specifications as detailed in the staff report.

1103-91 Classification of one position in the San Francisco Unified School District. (Calendar Item No. B)

Action: Adopt staff report. Allocate one position to recommended class of 7206 Asbestos Abatement Worker III at \$22.31 per hour. Draft class specification as detailed in the staff report.

1104-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
18-91/92	CAO	Sasaki Associates, Inc.
19-91/92	Mayor	S.F. Host Committee
20-91/92	Mayor	Hellan Roth Dowden
21-91/92	Mayor	Manatos & Manatos
22-91/92	Mayor	United States Escrow, Inc.
23-91/92	Mayor	Real Alternatives Program
24-91/92	Mayor	Operation Contact
25-91/92	Mayor	Catholic Charities-Mission District
26-91/92	Mayor	Morrisania West
27-91/92	Mayor	S.F. Educational Services
28-91/92	Mayor	Legal Services for Children

CLASSIFICATION MATTERS (cont.)

1104-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
29-91/92	Mayor	Chinatown Youth Services
30-91/92	Mayor	Central City Hospitality House
31-91/92	Mayor	Catholic Charities-Sunset Office
32-91/92	Mayor	Young Community Developers, Inc.
33-91/92	Public Health	Black Coalition on AIDS
34-91/92	Public Health	Bayview Hunter's Point Foundation
35-91/92	Public Health	Asian American Health Forum
36-91/92	Public Health	AIDS Benefits Counselors
37-91/92	Public Health	California Prostitute Education Project (CAL-PEP)
38-91/92	Public Health	Coming Home Support Services
39-91/92	Public Health	Community United Against Violence
40-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
41-91/92	Public Health	Ene Advertising
42-91/92	Public Health	Genesis Church and Ecumenical Center (Genesis)
43-91/92	Public Health	The Glide Foundation
44-91/92	Public Health	Mission Neighborhood Health Center
45-91/92	Public Health	National Association of Black & White Men Together/BAHSES
46-91/92	Public Health	Planned Parenthood of Alameda and San Francisco (PHREDA PROJECT)

CLASSIFICATION MATTERS (cont.)

1104-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
47-91/92	Public Health	Polaris Research and Development
48-91/92	Public Health	PPMC-Pacific Mental Health Services/Operation Concern
49-91/92	Public Health	Visiting Nurses and Hospice of S.F./Pacific Presbyterian Medical Center
50-91/92	Public Health	Project Open Hand
51-91/92	Public Health	S.F. AIDS Foundation
52-91/92	Public Health	The Shanti Project
53-91/92	Public Health	Women's Institute for Mental Health
54-91/92	Public Utilities Commission	James M. Montgomery Consulting Engineers, Inc. (JMM)
55-91/92	Public Utilities Commission	R.C. Research
56-91/92	Public Utilities Commission	Energy Management Services
57-91/92	Public Works	Stone & Webster Engineering Corp.
58-91/92	Public Works	Susan McCormick
59-91/92	Real Estate	Martorana-Bohegian & Company
60-91/92	Mayor	Catholic Charities-Status Offender Supervision
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

COMPENSATION MATTERS

2191-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. D)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Donald Alameida 5265 Architectural Associate I	Public Works	4	4
Anthony Irons 5265 Architectural Associate I	Public Works	4	4
Virendra Jain 5266 Architectural Associate II	Public Works	2	2
Johnny B. Quan 5234 Junior Electrical Engineer	SFUSD	5	5
Deborah Walters 1424 Clerk Typist	CAO	5	5
Peter Praetz 1675 Supervising Fiscal Officer	Public Health	5	5

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Janice Darby A889 Financial Specialist I	Public Works	5	5 6/30/92
Maureen MacArt A920 Charge Order Specialist	Public Works	5	5 6/30/92
Mauricio Trigueros A890 Financial Specialist II	Public Works	4	4 6/30/92

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

2195-91 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in State of California. (Calendar Item No. 11)

Action: Adopt amended staff report dated July 15, 1991; transmit rates to the Mayor's Employee Relations Division and to the Retirement System in accordance with Charter Section 8.590.

2196-91 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. E)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3038-91 Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (Calendar Item No. 7)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

April 15, 1991: Over to the meeting of May 6, 1991 at Ms. Miller's request.

May 6, 1991: Over to the meeting of June 3, 1991 at Ms. Miller's request.

June 3, 1991: Over to the meeting of June 17, 1991 at Ms. Miller's request.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Ms. Miller's attorney.

July 1, 1991: Over to the meeting of July 15, 1991 (Special Order of Business: First Item After 2:30 p.m.).

Action: Deny appeal; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- 3108-91 Appeal of staff's denial of protest of the terms of the announcement for Class 5132 Manager, Bureau of Water Pollution Control, and Class 5134 Deputy Manager, Bureau of Water Pollution Control. (Calendar Item No. 10)

June 17, 1991: Over to the meeting of July 1, 1991 at Mr. Leonard's request.

July 1, 1991: Over to the meeting of July 15, 1991 at the joint request of Mr. Leonard and staff.

Action: Off calendar; appeal withdrawn.

- 3119-91 Appeal of background rejection for Class Q2 Police Officer by Daniel T. Gee. (Calendar Item No. 9)

June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.

Action: Deny appeal; sustain the decision of the Chief of Police.

- 3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. 8)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.

Action: Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.

IN-SERVICE MATTERS

- 4801-91 Appeal of staff determination of untimely filing of discrimination complaint. (Calendar Item No. 12)

Action: Adopt staff report; deny appeal of Joyce A. Word.

IN-SERVICE MATTERS (cont.)

- 4821-91 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. G)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
- 4829-91 Request for authorization to correct civil service seniority rosters to eliminate computer sorting inaccuracies. (Calendar Item No. H)
- Action: Adopt staff report; authorize the General Manager, Personnel to correct civil service seniority rosters to eliminate computer sorting inaccuracies as detailed in the staff report; the General Manager, Personnel to consult with the recognized employee organization prior to effecting any changes in seniority of persons in represented classes.
- 4830-91 Request for continuation of temporary exempt status for Class P-103 Special Duty (per diem) Nurse. (Calendar Item No. F)
- Action: Adopt staff report; authorize the Department of Public Health to make exempt appointments in Class P-103 Special Duty Nurse for Fiscal Year 1991-92.
- 4831-91 Hearing to consider concerns and complaints by applicants and other individuals on the application of merit system procedures. (Commissioner Munson) (Calendar Item No. 13)
- Jim Ferguson, President, San Francisco Firefighters; and William Fobbs, citizen, addressed the Commission.

IN-SERVICE MATTERS (cont.)

4840-91 Request to designate Class 3610 Library Assistant and Class 5269 School Architectural Coordinator as promotive for layoff purposes. (Calendar Item No. 1)

Action: Adopt staff report; designate Class 3610 Library Assistant and Class 5269 School Architectural Coordinator as promotive for layoff purposes.

GENERAL MANAGER'S REPORT (Calendar Item No. 5)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 6)

None.

REGULAR MEETING - JULY 15, 1991

PART II - 3 p.m.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Sandra Brown, 9163 Transit Operator, 49/E-124, Public Utilities Commission, San Francisco Municipal Railway, 4/30/91. (Calendar Item No. 19) (2)

May 20, 1991: Over to the meeting of June 3, 1991 at Ms. Brown's request.

June 3, 1991: Over to the meeting of June 17, 1991 at request of Transport Workers Union.

June 17, 1991: Over to the meeting of July 15, 1991 at the request of the Transport Workers Union.

Action: No restrictions on future employment as recommended by the department and concurred with by the Transport Workers Union.

Carlos Ferreira, 6231 Senior Street Inspector, 5/CPE-3, Department of Public Works, Bureau of Engineering, 5/20/91. (Calendar Item No. 16) (5)

July 1, 1991: Over to the meeting of July 15, 1991 at the request of Local 21.

Action: Approve. Return name to list For Class 6231 Senior Street Inspector. Reinstate to a position in the class from which promoted in Class 6230 Street Inspector.

Johnnie Foster, 7410 Automotive Service Worker, 13/E-8, Public Utilities Commission, San Francisco Municipal Railway, 5/1/91. (Calendar Item No. 20) (6)

Action: Accept the resignation as certified. Not to be employed again by the Public Utilities Commission.

Berrick M. Harvey, 1446 Secretary II, 10/CPE-020, Department of Public Works, Bureau of Construction Management, 5/24/91. (Calendar Item No. 15) (4)

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Local 790.

July 1, 1991: Over to the meeting of July 15, 1991 at the request of Local 790.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of six (6) months work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Winchell T. Hayward, 5242 Senior Electrical Engineer, 1/CPE-8, Public Utilities Commission, Utilities Engineering Bureau, 7/10/91. (Calendar Item No. 17) (5)

Action: Over to the meeting of August 5, 1991 at the request of Local 21.

Barry P. Nelson, 8440 Adult Probation Officer, 34/E-3, Adult Probation Department, Investigation Division, 5/28/91. (Calendar Item No. 23) (7)

Action: Over to the meeting of August 19, 1991 at the request of Mr. Nelson's attorney.

Anthony C. Riley, 7379 Electrical Transit Mechanic, 27/CPE-16, Public Utilities Commission, San Francisco Municipal Railway, 5/28/91. (Calendar Item No. 21) (7)

Action: Over to the meeting of August 5, 1991 at the request of the Public Utilities Commission.

Leola Roberson, 1630 Account Clerk, 1/E-10, Department of Public Health, Laguna Honda Hospital, 5/17/91. (Calendar Item No. 18) (4)

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Local 790.

July 1, 1991: Over to the meeting of July 15, 1991 at the request of Local 790.

Action: Refer to staff to explore the possibilities of further disability transfer. Ms. Roberson is cautioned that due to the present budgetary situation there is a paucity of positions and that she should seriously contact the Retirement System to ascertain her eligibility for either disability or service retirement.

Charles Rosas III, 7430 Assistant Electronics Maintenance Technician, 5/E-4, Public Utilities Commission, San Francisco Municipal Railway, 6/15/91. (Calendar Item No. 22) (7)

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 24)

None.

A D J O U R N M E N T



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

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SPECIAL MEETING MINUTES

JULY 25, 1991

ROOM 52A (BASEMENT) CITY HALL

4 p.m.

ATTENDANCE AND EXCEPTIONS

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Mickins presided

2214-91 From the Mayor's Employee Relations Division: Consideration of Various Compensation Issues. (Calendar Item No. 1)

Action: Approve as amended.

3184-91 Request from provisional part-time Class 9163 Transit Operators to be included in the first administration of the examination for Class 9163 Transit Operator - Full-Time only. (Calendar Item No. 2)

Action: Deny staff report; grant request. Current provisional part-time Class 9163 Transit Operators who have not participated in the examination for Class 9163 Transit Operator - Full-Time only are to be included in the first administration.

4921-91 Request to designate Class 7288 Signal System Maintenance Superintendent as promotive for layoff purposes.
(Calendar Item No. 3)

Action: Adopt staff report; designate Class 7288 Signal System Maintenance Superintendent as promotive for layoff purposes. (Vote of 4 to 1: Commissioner Rios dissents).



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
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JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - AUGUST 5, 1991

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Mickins presided

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MINUTES.

(A) REGULAR MEETING OF JULY 15, 1991.

(B) SPECIAL MEETING OF JULY 25, 1991.

Action: Approve.

ANNOUNCEMENTS.

(A) EXECUTIVE SESSION OF JULY 25, 1991.

The Civil Service Commission met in closed session on Thursday, July 25, 1991 at 4:30 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to confer with and instruct the Commission's chief labor negotiator on labor relations issues.

All the members of the Commission were present.

The Commission conferred with and instructed its labor negotiator.

(B) OTHER ANNOUNCEMENTS.

Due to the Labor Day Holiday, the Civil Service Commission has cancelled its meeting of September 2, 1991. The Commission will hold one regular meeting during September on Monday, September 16, 1991.

CLASSIFICATION MATTERS

- 1109-91 Review of request for approval of proposed personal services contract from Department of Public Health with Short-Doyle Funding. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
61/91/92	Public Health	Community Crisis Services of S.F.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

- 1110-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
62-91/92	Airport	ReadiCare Medical Group, Inc.
63-91/92	Animal Care and Control	The Wildlife Center

CLASSIFICATION MATTERS (cont.)

1110-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
64-91/92	Animal Care and Control	S.F. SPCA Hospital
65-91/92	Animal Care and Control	Pets Unlimited
66-91/92	Animal Care and Control	Mission Pet Hospital
67-91/92	Animal Care and Control	All Animals Emergency
68-91/92	Chief Administrative Officer	Kim Fowler
69-91/92	City Planning	County of Santa Cruz
70-91/92	Commission on Status of Women	Nihonmachi Legal Outreach
71-91/92	Commission on Status of Women	Donaldina Cameron House
72-91/92	District Attorney	Santa Clara County
73-91/92	District Attorney	Nancy Franco
74-91/92	Fine Arts Musuems	Edward Larrabee Barnes/John M.Y. Lee and Partners
75-91/92	Health Service System	Rael and Letson
76-91/92	Health Service System	Health Care Evaluation Inc.
77-91/92	Health Service System	Blue Cross of California
78-91/92	Mayor	Calvin Louie, CPA
79-91/92	Police	PSW3, Inc.
80-91/92	Public Health	University of California, S.F., AIDS Health Project
81-91/92	Public Health	University of California, S.F., AIDS Health Project
82-91/92	Public Health	S.F. AIDS Foundation

CLASSIFICATION MATTERS (cont.)

1110-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
83-91/92	Public Health	Planned Parenthood of Alameda and San Francisco (PHREDA PROJECT)
84-91/92	Public Health	Haight Ashbury Free Medical Clinic
85-91/92	Public Health	The Glide Foundation
86-91/92	Public Health	Filipino Task Force on AIDS
87-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
88-91/92	Public Health	Bayview Hunter's Point Foundation
89-91/92	Public Health	Bayview Hunter's Point Foundation
90-91/92	Public Health	AIDS Indigent Direct Services
91-91/92	Public Utilities Commission	Kim Weller Design
92-91/92	Public Works	Lotepro Corporation
93-91/92	Public Works	Prudential Security Service
94-91/92	Public Works	S.F. Community College District
95-91/92	Recreation and Park	The Duffey Company
96-91/92	Retirement System	Reviewco
97-91/92	Retirement System	The Townsend Group
98-91/92	Retirement System	Bankers Trust Company
99-91/92	Retirement System	Callan & Associates
100-91/92	Retirement System	Gifford Fong & Associates
101-91/92	Retirement System	Lewis, Bailey Associates, Inc.

CLASSIFICATION MATTERS (cont.)

1110-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
102-91/92	Retirement System	Oeschle International Advisors
103-91/92	Retirement System	Nicholas-Applegate Capital Management
104-91/92	Retirement System	McCullogh, Andrews & Cappiello, Inc.
105-91/92	Retirement System	MacKay Shields Financial Corp.
106-91/92	Retirement System	Hanson Investment Management Company
107-91/92	Retirement System	Capital Guardian Trust Company
108-91/92	Retirement System	Brinson Partners, Inc.
109-91/92	Retirement System	Axe Core Investors
110-91/92	Retirement System	Warburg Investment Management International
111-91/92	Retirement System	TCW Asset Management Company
112-91/92	Retirement System	Scudder, Stevens & Clark
113-91/92	Retirement System	RCM Capital Management
114-91/92	Retirement System	Alexander & Alexander
115-91/92	Sheriff	San Mateo County School Service Fund
116-91/92	Superior Court	S.F. Youth Courts, Inc.
117-91/92	Superior Court	S.F. Bar Association Volunteer Legal Services Program

Action: Adopt staff report; notify the offices of the Controller
and the Purchaser

CLASSIFICATION MATTERS (cont.)

1111-91 Classification of positions in various City departments. (Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Recorder	1	9761 Assistant to CAO II (\$1443B1443)	8109 Document Examining Supervisor (Sch. 53.3 \$1237B1499)
Port	1	9398 Port Planning Manager (Sch. 65.6 \$2242B2726)	Retitle and Amend the class specification for Class 9398 Port Planning Manager to Class 9398 Manager, Regulatory and Environmental Affairs.

Action:

1. Item related to the classification of the 9398 Port Planning Manager over to the meeting of August 19, 1991 at the request of Local 21.
2. Adopt staff report as it pertains to the classification of the position in the Recorder's Office.

COMPENSATION MATTERS

2212-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. D)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Andrew Clark 8176 Trial Attorney	District Attorney	5	5
Karen Konigsberg 8174 Attorney, Civil and Criminal	City Attorney	5	5

COMPENSATION MATTERS (cont.)

2212-91
(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Robert Ryder 5209 Industrial Engineer	Public Utilities Commission	3	3
Robert Wood 8165 Workers' Compensation Supervisor I	Retirement System	4	4

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Margret Donahue 1844 Senior Management Assistant	Social Services	5	5 6/30/92
Richard Ellebrecht 1664 Patient Account Manager	Public Health	3	3 6/30/92
Donna Potts A118 Safety Engineer	Public Health	5	5 6/30/92

Action: Adopt staff report.

2213-91 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. E)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

COMPENSATION MATTERS (cont.)

- 2215-91 Certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1991-92. (Calendar Item No. 7)

Action: Adopt staff report; certify wage schedules; forward to the Board of Supervisors.

- 2229-91 Review of career incentive premium for certain Deputy Sheriff classifications. (Calendar Item No. 1)

Action: Adopt staff report; approve career incentive premium as being consistent with past contractual practices and current provisions of the Salary Standardization Ordinance and Memoranda of Understanding.

EXAMINATION MATTERS

- 3175-91 Appeal of background rejection for Class Q2 Police Officer by Richard R. Madsen. (Calendar Item No. 8)

Action: Over to the meeting of September 16, 1991 at the request of Mr. Madsen's attorney.

- 3180-91 Appeal of background rejection for Class H2 Firefighter by Todd L. Matthews. (Calendar Item No. 12)

Action: Over to the meeting of August 19, 1991 at the request of Mr. Matthew's attorney.

- 3181-91 Appeal of background rejection for Class H2 Firefighter by Reginald A. Grant. (Calendar Item No. 9)

Action: Over to the meeting of August 19, 1991 at Mr. Grant's request.

EXAMINATION MATTERS (cont.)

- 3182-91 Appeal of background rejection for Class H2 Firefighter by Mark A. Bosia. (Calendar Item No. 10)

Action: Over to the meeting of August 19, 1991 at Mr. Bosia's request.

- 3555-91 Appeal of background rejection for Class H2 Firefighter by Eligio M. Castillo. (Calendar Item No. K)

Action: Over to the meeting of September 16, 1991 at the request of Mr. Castillo's attorney.

- 3556-91 Appeal of background rejection for Class H2 Firefighter by Gregory C. Cacharelis. (Calendar Item No. 13)

Action: Over to the meeting of August 19, 1991 at the request of Mr. Cacharelis' attorney.

- 3558-91 Appeal of background rejection for Class H2 Firefighter by Kathryn M. Stasiak. (Calendar Item No. 11)

Action: Over to the meeting of August 19, 1991 at Ms. Stasiak's request.

- 3560-91 Appeal of background rejection for Class H2 Firefighter by Paul S. McRoberts. (Calendar Item No. 14)

Action: Over to the meeting of September 16, 1991 by Commission action to allow Mr. McRoberts time to produce additional documentation to substantiate San Francisco residency.

- 3578-91 Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (Calendar Item No. J)

July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.

Action: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.

EXAMINATION MATTERS (cont.)

3584-91 Appeal of staff determination of untimely filing of appeal of H2 Firefighter background disqualification by Mark A. Hopkins. (Calendar Item No. 15)

Action: Grant appeal of Mark A. Hopkins; process appeal of background disqualification. (Vote of 3 to 1: Commissioner Donovan dissents).

IN-SERVICE MATTERS

4961-91 Request to designate Class 7428 Hod Carrier as promotive for layoff purposes. (Calendar Item No. F)

Action: Adopt staff report; designate Class 7428 Hod Carrier as promotive for layoff purposes.

4962-91 Request to designate Class 7307 Bricklayer as promotive for layoff purposes. (Calendar Item No. G)

Action: Adopt staff report; designate Class 7307 Bricklayer as promotive for layoff purposes.

4963-91 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. H)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

GENERAL MANAGER'S REPORT. (Calendar Item No. 5)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 6)

(A) From Commissioner Emi R. Uyehara:

Proposed amendments to Civil Service Commission Rule 5, Section 5.12 - Matters to be Heard by the Commission; and, Section 5.13 - Order of Presentation.

Action: Post for adoption at the meeting of August 19, 1991.

(B) Other Business.

None.

SPECIAL ORDER OF BUSINESS AT 4:30 p.m. (Calendar Item No. 16)

HEARING ON PERSONNEL MANAGEMENT CONCERNS RELATED TO CIVIL SERVICE COMMISSION RULES, POLICIES, AND PROCEDURES.

- discipline;
- disciplinary separations, i.e., terminations, dismissal, automatic resignation;
- non-disciplinary separations, i.e., layoff, resignation;
- Civil Service Commission separation hearings and procedures.

The following persons addressed the Commission:

Kathryn Dere, Airport Personnel

Kathy Murray, Personnel Officer, Department of Public Health, Central Office.

Gene Phillips, Class 2903 Eligibility Worker

Marsha Ramirez, Personnel Officer, Department of Public Health, Laguna Honda Hospital

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 5, 1991

PART II - 3 p.m.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

John C. Chapple, 9139 Transit Supervisor, 29/CPE-2, Public Utilities Commission, San Francisco Municipal Railway, 5/25/91. (Calendar Item No. 18) (5)

July 1, 1991: Over to the meeting of August 5, 1991 at the joint request of Mr. Chapple and the Public Utilities Commission.

Action: Approve. Reinstate to a position in the former class of 9163 Transit Operator with the approval of the General Manager, Personnel after submission of evidence of satisfactory progress in a recognized rehabilitation program.

Rudolfo Domingo, 2780 Laundry Supervisor, 6/CPE-2, Department of Public Health, Laguna Honda Hospital, 6/25/91. (Calendar Item No. 22) (7)

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

Winchell T. Hayward, 5242 Senior Electrical Engineer, 1/CPE-8, Public Utilities Commission, Utilities Engineering Bureau, 7/10/91. (Calendar Item No. 19) (5)

July 15, 1991: Over to the meeting of August 5, 1991 at the request of Local 21.

Action: Approve. Reinstate to a position in the class from which promoted (Class 5240 Electrical Engineer). Place name on the reemployment register for Class 5242 Senior Electrical Engineer.

Alan Kutchinsky, 2494 Staff Radiologic Technician, 28/P-1, Department of Public Health, San Francisco General Hospital Medical Center, 6/25/91. (Calendar Item No. 20) (3)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Rick J. Ribero, 7410 Automotive Service Worker, 13/E-7, Public Utilities Commission, San Francisco Municipal Railway, 2/23/91. (Calendar Item No. 21) (7)

April 1, 1991: Over to the meeting of May 6, 1991 at the request of Mr. Ribero's attorney.

May 6, 1991: Over to the meeting of July 1, 1991 at the request of Mr. Ribero's attorney.

July 1, 1991: Over to the meeting of August 5, 1991 at the request of the Public Utilities Commission.

Action: Over to the meeting of September 16, 1991 at the request of Mr. Ribero's attorney.

Anthony C. Riley, 7379 Electrical Transit Mechanic, 27/CPE-16,
Public Utilities Commission, San Francisco Municipal Railway,
5/28/91. (Calendar Item No. 23) (7)

July 15, 1991: Over to the meeting of August 5, 1991 at
the request of the Public Utilities
Commission.

Action: Cancel all current examination and eligibility status.
No future employment in any position covered by the
civil service system of the City and County of San
Francisco.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 24)

None.

ADJOURNMENT (Calendar Item No. 25)



City and County of San Francisco

CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - AUGUST 19, 1991

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Mickins presided.

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MINUTES.

Regular Meeting of August 5, 1991.

Action: Approve.

ANNOUNCEMENTS.

(A)

The Civil Service Commission met in closed session on Monday, August 19, 1991 at 1 p.m. in Room 154C City Hall pursuant to Section 54956.9 and Section 54957.6 of the Government Code of the State of California to confer with the City Attorney regarding pending litigation in the matter of Loomis, et al. v. Silverman, et al. (S.Ct. 811-096) and to meet with its labor negotiator to discuss labor relations issues.

Present were Commissioners Mickins, Donovan, Munson and Uyehara.

ANNOUNCEMENTS (cont.)

The item related to the Loomis case was placed off calendar. No action was taken.

On the item related to labor relations issues, the Commission instructed its labor negotiator.

- (B) Due to the Labor Day Holiday, the Civil Service Commission has cancelled its meeting of September 2, 1991. The Commission will hold one regular meeting during September on Monday, September 16, 1991.

CLASSIFICATION MATTERS

- 1047-91 Establishment of one new classification in the Department of Public Works. (Calendar Item No. 0)
- May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 21.
- May 20, 1991: Over to the meeting of June 3, 1991 by Commission action.
- June 3, 1991: Over to the meeting of June 17, 1991 at the request of the Department of Public Works.
- June 17, 1991: Over to the meeting of July 1, 1991 at the request of staff.
- July 1, 1991: Over to the meeting of August 19, 1991 by Commission action. Staff to report back to the Commission at this meeting after investigating other public entities as to the utilization of contract compliance/ administration classes and after exploring the possibilities of expanding the scope of duties and responsibilities of the contract compliance series.
- Action: Off calendar at the request of the Department of Public Works.

CLASSIFICATION MATTERS (cont.)

1111-91 Classification of positions in various City departments. (Calendar Item No. B)

August 5, 1991: Over to the meeting of August 19, 1991 at the request of Local 21.

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Port	1	9398 Port Planning Manager (Sch. 65.6 \$2242B2726)	Retitle and Amend the class specification for Class 9398 Port Planning Manager to Class 9398 Manager, Regulatory and Environmental Affairs.

Action: Adopt staff report.

1116-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
118-91/92	Arts Commission	Barbara Stauffacher Solomon, Vito Acconci and Stanley Saitowitz
119-91/92	S.F. Community College District	Peter Detrick, Detrick Consulting
120-91/92	Human Rights Commission	S.F. Intergroup Clearinghouse, Inc.
121-91/92	Police	Boole & Babbage, Inc.
122-91/92	Public Health	Starcare International, Inc.
123-91/92	Public Health	Medicus Systems Corporation
124-91/92	Public Health	International Institute
125-91/92	Public Health	DSA Medical Services, Inc.
126-91/92	Public Health	St. Mary's Hospital & Medical Center

CLASSIFICATION MATTERS (cont.)

1116-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
127-91/92	Public Utilities Commission	Frye Claims Consultation and Administration
128-91/92	Public Works	Woodward-Clyde Consultants
129-91/92	Social Services	Manor Investment Co., Inc., DBA: C&C Check Cashing Co.
130-91/92	Social Services	S.F. Child Abuse Council
131-91/92	Social Services	Catholic Youth Organization/Charila Foundation
132-91/92	Social Services	Family Service Agency of S.F.
133-91/92	Social Services	UC California, Infant-Parent Program
134-91/92	Social Services	Regents of the University of California: Fragile Infant
135-91/92	Superior Court	Kid's Turn
136-91/92	Controller	Berkeley Software, Inc.
137-91/92	Controller	Minority Business Enterprise
138-91/92	Public Utilities Commission	Corrosion Engineering and Research Co. (CERCO)
139-91/92	Public Health	Fil Beza

Action: Adopt staff report; notify the offices of the Controller
and the Purchaser.

COMPENSATION MATTERS

2237-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Francis Palumbo 5228 Assistant Traffic Engineer	Parking & Traffic	4	4
Michael Ferenc 2582 Forensic Pathologist	Medical Examiner	3	3
Margaret Greenwald 2582 Forensic Pathologist	Medical Examiner	3	3

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Mark Jurosek 3338 Assistant Zoo Director, Operations and Maintenance	Recreation and Park	5	5 6/30/92
James Buick A122 Executive Director, Multi- Service Centers	Social Service	5	5 6/30/92
Nancy M. Conway 8162 Rent Board Hearing Officer	Rent Board	2	2 6/30/92
Mauricio Trigueros A890 Financial Specialist II	Public Works	5	5 6/30/92

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

2241-91 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. D)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2245-91 Actuarial Study related to the Transit Operators Trust Fund established by Charter Section 8.404 for Fiscal Year 1991-92.
(Calendar Item No. 9)

Action: Transmit Actuarial Study to the Board of Supervisors; the General Manager, Public Utilities Commission; Employee Relations Division, Mayor's Office; and to representatives of the Transport Workers Union; for review and meet and confer considerations.

2248-91 Review of premium for Class 7410 Automotive Service Worker.
(Calendar Item No. N)

Action: Adopt staff report.

EXAMINATION MATTERS

3180-91 Appeal of background rejection for Class H2 Firefighter by Todd L. Matthews. (Calendar Item No. 17)

August 5, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Matthew's attorney.

Action: Adopt staff report; deny appeal of Todd L. Matthews.

3181-91 Appeal of background rejection for Class H2 Firefighter by Reginald A. Grant. (Calendar Item No. 14)

August 5, 1991: Over to the meeting of August 19, 1991 at Mr. Grant's request.

Action: Adopt staff report; deny appeal of Reginald A. Grant.

EXAMINATION MATTERS (cont.)

3182-91 Appeal of background rejection for Class H2 Firefighter by Mark A. Bosia. (Calendar Item No. 15)

August 5, 1991: Over to the meeting of August 19, 1991 at Mr. Bosia's request.

Action: Adopt staff report; deny appeal of Mark A. Bosia.

3191-91 Appeal of background rejection for Class Q2 Police Officer by Roberta D. Friedman. (Calendar Item No. 13)

Action: Over to the meeting of October 21, 1991 at the request of Ms. Friedman's attorney.

3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. 12)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.

July 15, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.

Action: Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.

3556-91 Appeal of background rejection for Class H2 Firefighter by Gregory C. Cacharelis. (Calendar Item No. 18)

August 5, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Cacharelis' attorney.

Action: Adopt staff report; deny appeal of Gregory C. Cacharelis.

EXAMINATION MATTERS (cont.)

- 3558-91 Appeal of background rejection for Class H2 Firefighter by Kathryn M. Stasiak. (Calendar Item No. 16)
- August 5, 1991: Over to the meeting of August 19, 1991 at Ms. Stasiak's request.
- Action: Adopt staff report; deny appeal of Kathryn M. Stasiak.

IN-SERVICE MATTERS

- 4947-91 Request for hearing from Andrew Conway regarding future employability following separation from his non-civil service appointment. (Calendar Item No. 10)
- Action: Deny appeal; sustain the action of the General Manager, Personnel.
- 4970-91 Report in accordance with San Francisco Administrative Code Section 16.9-25 (d), Ordinance Prohibiting Sexual Harassment of City Employees. (Calendar Item No. M)
- Action: Adopt staff report; forward to the Board of Supervisors, the Mayor, the Human Rights Commission and the Commission on the Status of Women.
- 6028-91 Resolution of Commendation for Keith Bunch, Senior Departmental Personnel Officer, Public Utilities Commission, upon his retirement. (Calendar Item No. 4)
- Action: Adopt.
- 6029-91 Resolution of Commendation for Diana Buchbinder, Departmental Personnel Officer, Public Utilities Commission, upon her resignation. (Calendar Item No. 5)
- Action: Adopt.

IN-SERVICE MATTERS (cont.)

- 6030-91 Request to designate Class 3616 Library Technical Assistant I as promotive for layoff purposes. (Calendar Item No. F)
- Action: Adopt staff report; designate Class 3616 Library Technical Assistant I as promotive for layoff purposes.
- 6032-91 Request to amend Exhibit A of Policy on Review of Criminal History Records. (Calendar Item No. K)
- Action: Over to the meeting of September 16, 1991 at the request of Local 790.
- 6037-91 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. L)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
- 6044-91 Proposed Charter amendment (Third Draft) amending Section 8.329 - Certification of Eligibles. (Calendar Item No. I)
- Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment as amended (Board of Supervisors File No. 220-91-1).
- 6046-91 Proposed Charter amendment (Fourth Draft) amending Section 8.341 relating to the Removal or Discharge of Permanent Employees. (Calendar Item No. J)
- Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment (Board of Supervisors File No. 223-91-1).

IN-SERVICE MATTERS (cont.)

- 6047-91 Proposed amendments to Civil Service Commission Rule 5, by amending and retitling Section 5.13 - Order of Presentation; and, by adding Section 5.16 - Submission of Written Material. (Calendar Item No. E)

August 5, 1991: Post for adoption at the meeting of August 19, 1991.

Action: Adopt.

- 6051-91 Appeal of the decision of the General Manager, Personnel by Jacqueline Deutsch to allow Om Dhawan to reinstate to a position in Class 1458 Legal Secretary I at the Public Administrator/Public Guardian. (Calendar Item No. 11)

Action: Over to the meeting of September 16, 1991 at the request of Local 790.

- 6074-91 Proposed Charter amendment (Third Draft) granting status rights to employees in Class 8222 Housing Authority Police Officer to Class Q2 Police Officer. (Calendar Item No. G) (Formerly File No. 1117-91 as appeared on the agenda).

Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment (Board of Supervisors File No. 190-91-1).

- 6075-91 Proposed Charter amendment (Fourth Draft) to add Charter Section 8.409 to provide for collective bargaining and arbitration of employment disputes. (Calendar Item No. H) (Formerly File No. 2240-91 as appeared on the agenda).

Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment (Board of Supervisors File No. 229-91-1).

GENERAL MANAGER'S REPORT. (Calendar Item No. 7)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 8)

None.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 19, 1991

PART II - 3 p.m.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Barry P. Nelson, 8440 Adult Probation Officer, 34/E-3, Adult Probation Department, Investigation Division, 5/28/91. (Calendar Item No. 21) (7)

July 15, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Nelson's attorney.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Adult Probation Department.

Alan Pedreira, 2905 Senior Eligibility Worker, 93/CPE-9, Department of Social Services, 7/10/91. (Calendar Item No. 20) (6)

Action: Accept the resignation as certified. No future employment in Classes 2903 Eligibility Worker or 2905 Senior Eligibility Worker. Except for Classes 2903 and 2905, eligible to request reappointment to positions in formerly held classes. Not to be employed again by the Department of Social Services.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 22)

None.

ADJOURNMENT (Calendar Item No. 23)



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 16, 1991

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Excused: Commissioner Donovan

Commissioner Mickins presided

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MINUTES.

Regular Meeting of August 19, 1991.

Action: Approve.

ANNOUNCEMENTS.

- (A) The Civil Service Commission met in closed session on Monday, September 16, 1991 at 1 p.m. in Room 154C City Hall pursuant to Section 54957.6 and Section 54956.9 of the Government Code of the State of California to confer with the City Attorney regarding a matter of significant exposure to litigation and instruct the Commission's labor negotiators to discuss labor relations issues.

ANNOUNCEMENTS. (cont.)

Present were Commissioners Mickins, Munson and Uyehara.

Action: 1. Inform the Mayor, City Attorney and Employee Relations Division that:

- a. the Civil Service Commission prefers that any vote taken be passed by a simple majority and,
- b. There will be no special test for determining when disputed items are to be sent to the Little Labor Board as Proposition B speaks for itself.

2. The Civil Service Commission took no action on the matter of exposure to litigation.

(B) Presentations will be timed in accordance with Civil Service Commission Rule 5.13 which was adopted by the Civil Service Commission on August 19, 1991.

CLASSIFICATION MATTERS

1129-91 Classification of positions in various City departments.
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Recreation and Park	1	3342 Zoologist (Sch. 61.8 \$1862B2264)	Retitle and amend the class specification to 3342 Zoo Curator; classify one new position to Class 3342. Draft class specification as detailed in the staff report.
Public Health/ Central Office	1	1426 Senior Clerk Typist (Sch. 47.9 \$956B1158)	Same

CLASSIFICATION MATTERS (cont.)

1129-91 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	Public Health/ SFGH	1	2736 Porter (Sch. 46.1 \$878B1062)	Same
	Public Health/ Central Office	1	9746 Staff Assistant VII, Special Project (\$2409B2409)	Approve extension to 12/31/91

Action: Adopt staff report.

1130-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
140-91/92	Arts Commission	Christopher Sproat
141-91/92	Chief Administrative Officer	Aileen C. Hernandez Associates
142-91/92	City Planning	Integrated Business Solutions, Inc.
143-91/92	Commission on Status of Women	St. Vincent de Paul Society of San Francisco/Brennan House
144-91/92	Commission on Status of Women	St. Vincent de Paul/Brennan House
145-91/92	Controller	Mastech Corporation
146-91/92	Police	West Coast Maintenance Services
147-91/92	Public Utilities Commission	Manna Consultants, Inc.
148-91/92	Public Utilities Commission	Bookman-Edmonston Engineering, Inc.
149-91/92	Public Health	Regents, University of California-Family Practice Program
150-91/92	Public Health	San Francisco Conservation Corps.

CLASSIFICATION MATTERS (cont.)

1130-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
151-91/92	Public Health	Asian American Health Forum
152-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
153-91/92	Public Health	Bay Area Medical Transcription Service
154-91/92	Public Health	STS Supertypes Services
155-91/92	Public Health	Physical and Occupational Therapy Registry
156-91/92	Public Health	Medicus Systems Corporation
157-91/92	Public Utilities Commission	Smith-Dawson Associates, Inc.
158-91/92	Public Utilities Commission	Kennedy, Jenks, Chilton, Chilton, Inc.
159-91/92	Public Works	Soil and Plant Laboratory, Inc.
160-91/92	Public Works	Testing Engineers, Inc.
161-91/92	Public Works	Appintec
162-91/92	Public Works	SDG
163-91/92	Public Works	HBW & Associates
164-91/92	Public Works	Rutherford & Chekene Consulting Engineers
165-91/92	Purchasing	The Nationwide Companies
166-91/92	Recreation and Park	San Francisco League of Urban Gardeners (SLUG)
167-91/92	Recreation and Park	Careers Abound
168-91/92	Sheriff	University of California at Berkeley
169-91/92	Social Services	San Francisco Educational Services

CLASSIFICATION MATTERS (cont.)

1130-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
170-91/92	Social Services	The Family School
171-91/92	Public Utilities Commission	E.O.E. Engineering
Action:	<ol style="list-style-type: none">1. Approve Contracts Numbers 153-91/92 and 154-91/92 through January 31, 1992.2. Approve Contract Number 155-91/92 for a period of eighteen (18) months.3. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.	

1131-91 Survey of 53 positions in Classes 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst in various departments. (Calendar Item No. I)

Action: Over to the meeting of October 21, 1991 as requested by Local 21 and agreed upon by staff.

1133-91 Amendment and retitling of class specification for Class 9361 Assistant Superintendent, Harbor Maintenance, Electrical, Port Commission. (Calendar Item No. D)

Action: Adopt staff report; retitle and amend the class specification to Class 9361 Manager, Tenant Facility Maintenance.

COMPENSATION MATTERS

2274-91 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. E)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

COMPENSATION MATTERS (cont.)

2275-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Raymond Bautista 5258 Senior Mechanical Engineer	SFUSD	5	5
Diane Gray 2574 Clinical Psychologist	Public Health	5	5
Carlos Rojas-Jara 3541 Curator I	Airport	3	3
Marta Selvi 8146 District Attorney Investigator	District Attorney	5	5
Byron Carmichael 8321 Counselor, Boys Ranch School	Juvenile Probation	3	3
Deborah J. Owen 2232 Senior Physician Specialist	Fire	5	5
Thomas Mazzucco 8176 Trial Attorney	District Attorney	5	5
David Pfeifer 8176 Trial Attorney	District Attorney	5	5
Loretta Stephenson 8176 Trial Attorney	District Attorney	5	5
All appointments in Class 2494 Staff Radiologic Technologist	Public Health	5	5

COMPENSATION MATTERS (cont.)

2275-91 2. TEMPORARY EXEMPT APPOINTMENTS
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Robert Moody 1471 Elections Worker	Registrar of Voters	5	5 6/30/92
Verna Osburn 1446 Secretary II	Mayor's Office	5	5 6/30/92
Deborah Alvarez- Rodriquez 2591 Health Program Coordinator II	Public Health	5	5 6/30/92
Philip Chin 9193 Deputy General Manager Administration, Municipal Railway	Public Utilities Commission	5	5 6/30/92

Action: Adopt staff report.

2276-91 Request for authority to conduct a salary survey for Salary Standardization for miscellaneous employees pursuant to Charter Section 8.400, 8.401 and 8.407 for Fiscal Year 1992-93. (Calendar Item No. H)

Action: Adopt staff report.

1. Authorize the conduct of a salary survey for salary standardization for Fiscal Year 1992-93.
2. Request that the Board of Supervisors authorize expenditure of the necessary funds to conduct the salary survey.
3. Advise the Board of Supervisors that the final salary recommendations will be forwarded to the Board circa mid-March, 1992.

EXAMINATION MATTERS

- 3175-91 Appeal of background rejection for Class Q2 Police Officer by Richard R. Madsen. (Calendar Item No. K)
- August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Madsen's attorney.
- Action: Over to the meeting of October 7, 1991 at the request of Mr. Madsen's attorney.
-
- 3213-91 Appeals of the decision of the General Manager, Personnel to deny protests in the examination for Class 9142 Transit Manager III. (Calendar Item No. 13)
- Action: Adopt staff report; deny appeals of Alfred McNaughton and Carl Natvig. Sustain the decision of the General Manager, Personnel.
-
- 3231-91 Appeal of the inclusion of provision F of the minimum qualifications in the examination announcement for Class 2895 Deputy Director of Health, Mental Health Programs. (Calendar Item No. 11)
- Action: Deny staff report; revise and reissue job announcement upgrading the requirements to include both administrative and clinical expertise, and substitute the phrase "license eligible in California" for Category F in the minimum qualifications.
-
- 3555-91 Appeal of background rejection for Class H2 Firefighter by Eligio M. Castillo. (Calendar Item No. L)
- August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Castillo's attorney.
- Action: Over to the meeting of October 7, 1991 at the request of Mr. Castillo's attorney.

EXAMINATION MATTERS

3560-91 Appeal of background rejection for Class H2 Firefighter by Paul S. McRoberts. (Calendar Item No. 12)

August 5, 1991: Over to the meeting of September 16, 1991 by Commission action to allow Mr. McRoberts time to produce additional documentation to substantiate San Francisco residency.

Action: Over to the meeting of October 7, 1991 at the request of the San Francisco Fire Department.

3578-91 Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (Calendar Item No. 10)

July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.

Action: Over to the meeting of November 18, 1991 at the request of Mr. Lara's attorney.

IN-SERVICE MATTERS

6032-91 Request to amend Exhibit A of Policy on Review of Criminal History Records. (Calendar Item No. 8)

August 19, 1991: Over to the meeting of September 16, 1991 at the request of Local 790.

Action: Adopt staff report; amend Exhibit A of the Policy on Review of Criminal History Records.

6051-91 Appeal of the decision of the General Manager, Personnel by Jacqueline Deutsch to allow Om Dhawan to reinstate to a position in Class 1458 Legal Secretary I at the Public Administrator/Public Guardian. (Calendar Item No. 9)

August 19, 1991: Over to the meeting of September 16, 1991 at the request of Local 790.

Action: Off calendar at the request of Local 790.

IN-SERVICE MATTERS (cont.)

- 6142-91 Posting and adoption of reestablished Civil Service Commission hearing officer panel to hear and determine charges of dismissal against permanent employees covered by the civil service system of the City and County of San Francisco. (Calendar Item No. F)

Action: Over to the meeting of October 21, 1991 by Commission action.

- 6143-91 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. G)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- 6144-91 Appeal of the decision of the General Manager, Personnel by Thomas Giacomelli regarding the certifications to a certain position in Class 7318 Electronic Maintenance Technician at the Public Utilities Commission. (Calendar Item No. J)

Action: Over to the meeting of October 21, 1991 at the request of Mr. Giacomelli's attorney.

GENERAL MANAGER'S REPORT. (Calendar Item No. 6)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 7)

None.

SPECIAL ORDER OF BUSINESS AT 4:30 p.m. (Calendar Item No. 14)

HEARING ON PERSONNEL MANAGEMENT CONCERNS RELATED TO CIVIL SERVICE
COMMISSION RULES, POLICIES, AND PROCEDURES.

- all other rules, regulations, policies, and procedures not previously covered, including, but not limited to:
 - probationary periods
 - leaves of absence
 - transfers
 - reappointment
 - reinstatement
 - Civil Service Commission hearing and meeting procedures
 - medical policy and rules.

The following persons addressed the Commission:

Ernestine Cody Hill, Rent Arbitration Board
Joe Grubb, Executive Director, Rent Arbitration Board
Sharon Johnson, Director, Commission on the Status of Women
Julia Lopez, General Manager, Department of Social Services
Joyce Ream, Executive Director, Commission on Aging

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 16, 1991

PART II - 3 p.m.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Clarence Bass, 9163 Transit Operator, 910/E-112, Public Utilities Commission, San Francisco Municipal Railway, 8/16/91. (Calendar Item No. 21) (7)

Action: Over to the meeting of October 7, 1991 at Mr. Bass' request.

Kathy A. Contreras, 7412 Automotive Service Worker Assistant Supervisor, 20/CPE-2, Public Utilities Commission, San Francisco Municipal Railway, 8/17/91. (Calendar Item No. 19) (7)

Action: Over to the meeting of October 21, 1991 at Ms. Contreras' request.

Mary-Irma Kelley, 1426 Senior Clerk Typist, 6/CPE-51, Civil Service Commission, Management Development Unit, 8/8/91. (Calendar Item No. 17) (4)

Action: Over to the meeting of October 7, 1991 at the request of the General Manager, Personnel.

Yat Ming Lam, 1428 Ward Clerk, 45/CPE-6, Department of Public Health, Central Office, 8/27/91. (Calendar Item No. 16) (4)

Action: Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel.

Rick J. Ribero, 7410 Automotive Service Worker, 13/E-7, Public Utilities Commission, San Francisco Municipal Railway, 2/23/91. (Calendar Item No. 18) (7)

April 1, 1991: Over to the meeting of May 6, 1991 at the request of Mr. Ribero's attorney.

May 6, 1991: Over to the meeting of July 1, 1991 at the request of Mr. Ribero's attorney.

July 1, 1991: Over to the meeting of August 5, 1991 at the request of the Public Utilities Commission.

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Ribero's attorney.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Paul Rinehart, 9163 Transit Operator, 12/E-113, Public Utilities Commission, San Francisco Municipal Railway, 8/1/91. (Calendar Item No. 20)

Action: Over to the meeting of October 7, 1991 at Mr. Rinehart's request.

Andelino Santiago, 2760 Laundry Worker, 3/E-2, Department of Public Health, Laguna Honda Hospital, 8/7/91. (Calendar Item No. 22) (7)

Action: Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 23)

John C. Foreman addressed the Commission.

ADJOURNMENT (Calendar Item No. 24)

In memory of John Hinz, Personnel Analyst, Department of Public Health, Decentralized Personnel Unit.

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City and County of San Francisco

CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

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OCT 16 1991

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MINUTES OF MEETING

REGULAR MEETING - OCTOBER 7, 1991

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Mickins presided

MINUTES.

Regular Meeting of September 16, 1991.

Action: Approve.

ANNOUNCEMENTS.

The Civil Service Commission met in closed session on Monday, October 7, 1991 at 1:30 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss a labor relations issue.

Present were Commissioners Mickins, Donovan, Munson and Uyehara.

The Commission instructed its labor negotiator.

CLASSIFICATION MATTERS

1135-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
172-91/92	Airport	Diane Sanchez
173-91/92	Airport	The Parry Company
174-91/92	Airport	College of San Mateo, Office of Industrial Relations/Sandy Mellor
175-91/92	Arts Commission	California Lawyers for the Arts (C.L.A.)
176-91/92	City Attorney	Boalt Hall, University of California, Berkeley Stanford Law School, Golden Gate University
177-91/92	City Attorney	New College of California
178-91/92	Controller	Bedford Consulting
179-91/92	Mayor's Office	Patricia Medina
180-91/92	Mayor's Office	Hilyard Wiggins
181-91/92	Mayor's Office	Linda Schanfein
182-91/92	Port	Clayton Environmental Consultants
183-91/92	Public Health	Visiting Nurses & Hospice of S.F./ California Pacific Medical Center/ Visiting Nurses & Hospice
184-91/92	Public Health	Visiting Nurses & Hospice of S.F./ California Pacific Medical Center/ Visiting Nurses & Hospice
185-91/92	Public Health	UCSF/AIDS Health Project
186-91/92	Public Health	S.F. AIDS Foundation (SFAF)
187-91/92	Public Health	Project Open Hand
188-91/92	Public Health	Gay Asian Pacific Alliance

CLASSIFICATION MATTERS (cont.)

1135-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
189-91/92	Public Health	Damon Clinical Laboratories
190-91/92	Public Health	Continuum HIV Day Services
191-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
192-91/92	Public Health	Coming Home Support Services
193-91/92	Public Health	California Pacific Medical Center-Operation Concern
194-91/92	Public Health	Bayview Hunter's Point Foundation
195-91/92	Public Health	AIDS Indigent Direct Services (A.I.D.S.)
196-91/92	Public Health	University of California, S.F.
197-91/92	Public Health	OAC Health Systems, Inc.
198-91/92	Public Health	Hispanic Headquarters Advertising
199-91/92	Public Health	Westside Community Mental Center
200-91/92	Public Works	Signet Testing Labs
201-91/92	Public Works	AGS, Inc.
202-91/92	Public Works	Don Todd Associates, Inc.
203-91/92	Public Works	Care & Company Architecture
204-91/92	Public Works	H.J. Degenkolb
205-91/92	Social Services	University of California Early Parenting Program
206-91/92	Social Services	University of California: Clearing House for Drug-Exposed Infants
207-91/92	Social Services	Mt. St. Joseph-St. Elizabeth

CLASSIFICATION MATTERS (cont.)

1135-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
208-91/92	Social Services	University of California, Pediatrician/Neonatologist
209-91/92	Social Services	Haight-Ashbury Free Clinic, Inc.
210-91/92	Social Services	San Francisco Food Bank
211-91/92	Social Services	Ralph Andersen & Associates
212-91/92	Social Services	Diane Fritz
213-91/92	Social Services	Don Cohon, Ph.D. Program Consultant
214-91/92	Social Services	Bruce Cooper, Ph.D.
215-91/92	Social Services	Don Cohon, Project Director
216-91/92	Social Services	Monica Brady/"Baby Moms II" Program
217-91/92	Social Services	U.C. California, Consultant, M.D.
218-91/92	Social Services	Bruce Cooper, Ph.D.
219-91/92	Treasurer/Tax Collector	Smith/Norris Corporation

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1136-91 Classification of new positions in the 1991-92 Budget. (Calendar Item No. B)

Action: Adopt staff report; allocate new positions to recommended classifications; defer classification action on positions designated with symbol "SC."

CLASSIFICATION MATTERS (cont.)

- 1137-91 Survey of thirty-eight positions at the Port of San Francisco.
(Calendar Item No. F)

Action: Over to the meeting of October 21, 1991 at the request
of Local 21.

- 1138-91 Classification of positions in various City departments.
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Utilities Commission	1	A490 Manager, Bureau of Personnel and Training, PUC (J, SC \$2571B3126)	Establish Class 1275 Manager, Bureau of Personnel and Training, PUC. (J,Z Sch. 68.4 \$2571B3126) Draft class specification as detailed in the staff report.
Public Health/ Central Office	1	2908 Hospital Eligibility Worker (Sch. 51.7 \$1147B1388)	Same

Amendment and Retitling of Class Specification:

Existing Class
Title and Rate

3424 Insecticide Spray Operator
(Sch. 55.0 \$1342B1626)

Recommendation

Retitle and amend the
class specification
to 3424 Pest Control
Specialist.

Action: Adopt staff report.

COMPENSATION MATTERS

2300-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. D)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Joseph Molinari 7238 Electrician Supervisor I	Parking and Traffic	5	5
Ann Tobin 5202 Junior Civil Engineer	Public Utilities Commission	2	2
Michele Hagan 8174 Attorney	District Attorney	5	5
Bernadette Schneider 8174 Attorney	District Attorney	5	5
Elisabeth Frater 8176 Trial Attorney	District Attorney	3	3
Katherine Lauth 8176 Trial Attorney	Disttrict Attorney	3	3
Victor Segovia 8176 Trial Attorney	District Attorney	4	4
Craig Smith 8176 Trial Attorney	District Attorney	5	5
Audrey Lee 2450 Pharmacist	Public Health	5	5
All Appointments in Class 9358 Crane Mechanic Supervisor	Port	5	5
All Appointments in Class 1440 Medical Transcriber Typist	Public Health	3	3
All Appointments in Class 2110 Medical Records Clerk	Public Health	3	3

COMPENSATION MATTERS (cont.)

2300-91
(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
All Appointments in Class 2112 Medical Records Technician	Public Health	3	3
All Appointments in Class 2305 Psychiatric Technician	Public Health	2	2
All Appointments in Class 2312 Licensed Vocational Nurse	Public Health	2	2
All Appointments in Class 2312 Licensed Vocational Nurse (As Needed)	Public Health	3	3
All Appointments in Class 2442 Diagnostic Medical Sonographer II	Public Health	5	5
All Appointments in Class 2493 Associate Radiologic Technologist	Public Health	5	5
All Appointments in Class 2495 Senior Radiologic Technologist	Public Health	5	5
All Appointments in Class 2496 Radiologic Technologist Supervisor	Public Health	5	5

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Charles Cage 1862 Systems and Procedures Analyst	Public Health	2	2 6/30/92

COMPENSATION MATTERS (cont.)

2300-91
(cont.)

2. TEMPORARY EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Christina Fisher 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Sarah Steele 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Paula Warner 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Rosemarie Veridiamo 2450 Pharmacist	Public Health	5	5 6/30/92

Action: Adopt staff report.

2301-91 Certification of highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (Calendar Item No. 8)

Action: Adopt staff report; forward to the Board of Supervisors.

2303-91 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. E)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3175-91 Appeal of background rejection for Class Q2 Police Officer by Richard R. Madsen. (Calendar Item No. 9)

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Madsen's attorney.

September 16, 1991: Over to the meeting of October 7, 1991 at the request of Mr. Madsen's attorney.

Action: Over to the meeting of October 21, 1991 at the request of Mr. Madsen's attorney.

3555-91 Appeal of background rejection for Class H2 Firefighter by Eligio M. Castillo. (Calendar Item No. 12)

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Castillo's attorney.

September 16, 1991: Over to the meeting of October 7, 1991 at the request of Mr. Castillo's attorney.

Action: Adopt staff report; deny appeal of Eligio M. Castillo. (Vote of 3 to 1: Commissioner Uyehara dissents).

3560-91 Appeal of background rejection for Class H2 Firefighter by Paul S. McRoberts. (Calendar Item No. 10)

August 5, 1991: Over to the meeting of September 16, 1991 by Commission action to allow Mr. McRoberts time to produce additional documentation to substantiate San Francisco residency.

September 16, 1991: Over to the meeting of October 7, 1991 at the request of the San Francisco Fire Department.

Action: Adopt staff report; deny appeal of Paul S. McRoberts.

3584-91 Appeal of background rejection for Class H2 Firefighter by Mark A. Hopkins. (Calendar Item No. 11)

Action: Adopt staff report; deny appeal of Mark A. Hopkins.

IN-SERVICE MATTERS

- 6223-91 Appeal by the Department of Social Services of staff's denial to add a Spanish-language waiver on Requisition P-9524, Class 2907 Eligibility Worker Supervisor. (Calendar Item No. 13)
- Action: 1. Staff directed to review existing requirements for eligibility for bilingual compensation.
2. Adopt staff report; deny appeal.
- 6252-91 Ratification of action of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from July 1, 1991 to September 30, 1991. (Calendar Item No. G)
- Action: Approve.
- 6253-91 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. H)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
- 6254-91 Report of staff investigation into allegations made by William B. Fobbs at the Civil Service Commission meeting of July 15, 1991. (Calendar Item No. 14)
- Action: Adopt staff report.

GENERAL MANAGER'S REPORT. (Calendar Item No. 6)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 7)

None.

SPECIAL ORDER OF BUSINESS AT 4 p.m. (Calendar Item No. 15)

Presentation by Local 21 regarding issues related to recent meet and confer sessions with Mayor's Employee Relations Division.

Proposal presented by Local 21 to be discussed by the Commission in Executive Session at which time it will instruct its labor negotiator.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 7, 1991

PART II - 3 p.m.

DISMISSAL OF PERMANENT EMPLOYEE

Clarence Bass, 9163 Transit Operator, 910/E-112, Public Utilities Commission, San Francisco Municipal Railway, 8/16/91. (Calendar Item No. 21)

September 16, 1991: Over to the meeting of October 7, 1991 at Mr. Bass' request.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Charles Bittner, 7334 Stationary Engineer, 74/E-43, Airports Commission, 8/30/91. (Calendar Item No. 19)

Action: Over to the meeting of October 21, 1991 at the request of the Airports Commission.

APPEAL OF AUTOMATIC RESIGNATION

Ronald Herdman, 2532 Paramedic, 13/E-1, Department of Public Health, San Francisco General Hospital Medical Center, Paramedic Division, 8/26/91. (Calendar Item No. 17)

Action: Over to the meeting of October 21, 1991 at Mr. Herdman's request. The Commission stipulated that there would be no further continuances granted.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Mary-Irma Kelley, 1426 Senior Clerk Typist, 6/CPE-51, Civil Service Commission, Management Development Unit, 8/8/91. (Calendar Item No. 18)

September 16, 1991: Over to the meeting of October 7, 1991 at the request of the General Manager, Personnel.

Action: Over to the meeting of October 21, 1991 at the request of Local 790.

Jose Pena-Mustell, 2806 Disease Control Investigator, 45/E-12, Department of Public Health, Central Office, 8/15/91. (Calendar Item No. 20)

Action: Off calendar at Mr. Pena-Mustell's request. Mr. Pena-Mustell to notify the Assistant Secretary when prepared to proceed. Mr. Pena-Mustell to remain ineligible for all employment in any position covered by the civil service system of the City and County of San Francisco pending final determination of future employability.

DISMISSAL OF PERMANENT EMPLOYEE

Paul Rinehart, 9163 Transit Operator, 12/E-113, Public Utilities Commission, San Francisco Municipal Railway, 8/1/91. (Calendar Item No. 22)

September 16, 1991: Over to the meeting of October 7, 1991 at Mr. Rinehart's request.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

Patrick Shortis, 7334 Stationary Engineer, 65/CPE-38, Public Utilities Commission, San Francisco Water Department, 8/15/91. (Calendar Item No. 23)

Action: Over to the meeting of October 21, 1991 at the request of Local 39.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 24)

None.

ADJOURNMENT (Calendar Item No. 25)

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219



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - OCTOBER 21, 1991

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Mickins presided.

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OCT 25 1991

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MINUTES.

Regular Meeting of October 7, 1991.

Action: Approve.

ANNOUNCEMENTS.

1. The Civil Service Commission met in closed session on Friday, October 11, 1991 at 4:30 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss a labor relations issue.

Present were Commissioners Mickins, Munson and Uyehara.

The Commission instructed its labor negotiator.

ANNOUNCEMENTS. (cont.)

2. The Civil Service Commission met in closed session on Monday, October 21, 1991 at 12 Noon in Room 154C City Hall pursuant to Sections 54957, 54957.6 and 54956.9 of the Government Code of the State of California to discuss labor relations issues, a personnel matter, two matters concerning a significant exposure to litigation, and pending litigation in the matter of United Minorities Against Discrimination v. the City and County of San Francisco (Federal Court Number C91-2350 (Walker)).

Present were Commissioners Mickins, Donovan, Munson, Rios and Uyehara.

- A. Labor Relations Issues: the Commission instructed its labor negotiator.
- B. Matters concerning a significant exposure to litigation: the Commission consulted with the City Attorney.
- C. Pending litigation: the Commission consulted with the City Attorney.
- D. Personnel Matter: this item was deleted from consideration after the Notice was posted and was not discussed.

CLASSIFICATION MATTERS

- 1131-91 Survey of 53 positions in Classes 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst in various departments. (Calendar Item No. 11)

September 16, 1991: Over to the meeting of October 21, 1991 as requested by Local 21 and agreed upon by staff.

Action: Over to the meeting of November 4, 1991 at the request of staff.

- 1137-91 Survey of thirty-eight positions at the Port of San Francisco. (Calendar Item No. E)

October 7, 1991: Over to the meeting of October 21, 1991 at the request of Local 21.

CLASSIFICATION MATTERS (cont.)

1137-91
(cont.)

Action: Adopt staff report as amended to place off calendar the classification of one position in Class AA18 Regulatory Specialist and one position in Class 5268 Architect.

- I. Establish the following four new classifications (draft class specifications as detailed in the staff report):
 - a. 9374 Manager, Port Planning and Development (J,Z Sch. 67.1 \$2412B2933).
 - b. 9381 Director, Internal Services (J,Z Sch. 72.2 \$3093B3760). Position exempt from examination.
 - c. 9386 Senior Property Manager, Port (J,Z Sch. 62.1 \$1890B2297).
- II. Amend and retitle specifications for the following classes (draft amended class specifications as detailed in the staff report):
 - a. From: 9377 Development Feasibility Analyst, Port
To: 9377 Feasibility Analyst, Port
 - b. From: 9383 Director, Planning and Research
To: 9383 Director, Planning, Development and Community Affairs. Position exempt from examination.
 - c. From: 9384 Director, Property and Finance, Port
To: 9384 Director, Tenant Services. Position exempt from examination.
 - d. From: 9388 Director, Maritime
To: 9388 Director, Cargo Services. Position exempt from examination.
 - e. From: 9393 Sales Manager, Port of San Francisco
To: 9393 Cargo Sales and Marketing Representative
 - f. From: 9394 Manager of Trade Development and Communications
To: 9394 Manager, Cargo Business Development

CLASSIFICATION MATTERS (cont.)

1137-91
(cont.)

- g. From: 9396 Commercial Property Manager
To: 9396 Manager, Leasing and Tenant Services
- III. Amend the following class specifications (draft amended class specifications as detailed in the staff report):
 - a. 9376 Market Research Specialist
 - b. 9385 General Service Officer, Port of San Francisco
- IV. Abolish the following classifications:
 - a. 9397 Property Development Manager
 - b. 9307 Computer Operations Supervisor, Port
- V. Grant status rights to permanent incumbent from Class 9397 Property Development Manager (Sch. 66.1) to Class 9374 Manager, Port Planning and Development (Sch. 67.1).
- VI. Classify and allocate 35 permanently budgeted positions as detailed in the staff report.
- VII. Amend the Annual Salary Ordinance to reflect the classification actions; advise department to amend its budget to reflect these actions.
- VIII. Advise Civil Service Commission Examination Unit to conduct examinations for new classes.

1144-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
220-91/92	Adult Probation	California Community Dispute Services
221/91/92	Airport	Hood and Strong
222-91/92	Airport	Joint Venture of Hammer Design Assoc., Inc. and T & L Construction Co.

CLASSIFICATION MATTERS (cont.)

1144-91 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	223-91/92	Juvenile Probation	Law Enforcement Psychological Services
	224-91/92	Juvenile Probation	Potrero Hill Neighborhood House
	225-91/92	Juvenile Probation	Bayview Hunter's Point Foundation
	226-91/92	Mayor's Office	Bernal Heights Community Foundation
	227-91/92	Mayor's Office	Careers Abound
	228-91/92	Mayor's Office	Community Educational Services
	229-91/92	Mayor's Office	Directions/Chinatown Youth Center
	230-91/92	Mayor's Office	Horizons Unlimited
	231-91/92	Mayor's Office	Morrisania West
	232-91/92	Mayor's Office	Potrero Hill Neighborhood House
	233-91/92	Mayor's Office	Vietnamese Youth Development Center
	234-91/92	Mayor's Office	Visitation Valley Community Center
	235-91/92	Mayor's Office	Young Community Developers
	236-91/92	Police	Center for Human Development
	237-91/92	Police	Maryann Fleming
	238-91/92	Public Health	Decade Software Company
	239-91/92	Public Health	Bayview Hunter's Point Foundation
	240-91/92	Public Library	Friends of the S.F. Public Library
	241-91/92	Public Library	Friends of the S.F. Public Library

CLASSIFICATION MATTERS (cont.)

1144-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
242-91/92	Public Utilities Commission	Peter Moyle, Ph.D.
243-91/92	Public Utilities Commission	Murray, Burns and Kienlen
244-91/92	Public Works	VANIR CM
245-91/92	Public Works	Uribe and Associates
246-91/92	Public Works	Eco Analysis, Inc.
247-91/92	Sheriff	Dr. Linda Zupan
248-91/92	Social Services	Episcopal Community Services
249-91/92	Social Services	Family Support Services of the Bay Area

- Action:
1. Contract 223-91/92 over to the meeting of November 18, 1991 at the request of Local 790.
 2. Adopt staff report on all other contracts; notify the offices of the Controller and the Purchaser.

1145-91

Classification of positions in various City departments.
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
District Attorney	1	1840 Junior Management Assistant (Sch. 52.3 \$1180B1429)	Same
S.F. Unified School District	1	5210 Senior Civil Engineer (Sch. 66.4 \$2332B2835)	Same
Parking and Traffic	15	8214 Parking Control Officer (Sch. 46.2 \$882B1067)	Same

CLASSIFICATION MATTERS (cont.)

1145-91 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	Public Utilities Commission	1	A056 Senior Claims Adjuster (J, SC \$2043B2483)	Establish Class 9160 Senior Senior Claims Adjuster (J, Sch. 63.7 \$2043B2483) Draft class specification as detailed in the staff report.
	Social Services	1	1444 Secretary I (Sch. 46.9 \$912B1104)	Same
		1	2946 Senior Eligibility Worker Supervisor (Sch. 59.5 \$1666B2023)	Same
		2	2907 Eligibility Worker Supervisor (Sch. 55.0 \$1342B1626)	Same
		23	2905 Senior Eligibility Worker (Sch. 51.7 \$1147B1388)	Same
	Public Health/ Central Office	1	1426 Senior Clerk Typist (Sch. 47.9 \$956B1158)	1424 Clerk Typist (Sch. 46.0 \$874B1057)
	Public Health/ SFGH	5	A111 Senior Ward Clerk (J \$1125B1362)	Establish Class 1431 Senior Unit Clerk (J, Sch. 51.3 \$1125B1362) Draft class specification as detailed in the staff report.

CLASSIFICATION MATTERS (cont.)

1145-91
(cont.)

RETITLE AND AMEND THE FOLLOWING CLASS:

Existing Class
Title and Rate

Recommendation

1428 Ward Clerk
(Sch. 49.2 \$1018B1232)

Retitle and Amend the
class specification
to 1428 Unit Clerk.
Draft class
specification as
detailed in the
staff report.

Action: Adopt staff report.

COMPENSATION MATTERS

2304-91 Requests for appointment above the entrance rate for various
employees. (Calendar Item No. C)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
James H. Jacobs 7377 Stage Electrician	War Memorial	5	5
All Appointments in Class 2330 Anesthetist	Public Health	4	4
All Appointments in Class 2450 Pharmacist	Public Health	5	5
All Appointments in Class 2453 Supervising Pharmacist	Public Health	5	5
All Appointments in Class 2454 Clinical Pharmacist	Public Health	5	5

COMPENSATION MATTERS (cont.)

2304-91 2. TEMPORARY EXEMPT APPOINTMENTS
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Brendan McManus 1811 MIS Specialist I	Controller	5	5 6/30/92
Henry Wise 1862 Systems and Procedures Analyst	Purchasing	5	5 6/30/92

Action: Adopt staff report.

2306-91 Requests for supervisory differential adjustments as provided by
Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. D)

Action: 1. Items related to employee at the San Francisco
Public Library off calendar.

 2. Adopt staff report on all other items; approve
supervisory differential adjustments; notify
departments accordingly.

EXAMINATION MATTERS

3175-91 Appeal of background rejection for Class Q2 Police Officer by
Richard R. Madsen. (Calendar Item No. 10)

August 5, 1991: Over to the meeting of September 16, 1991
at the request of Mr. Madsen's attorney.

September 16, 1991: Over to the meeting of October 7, 1991 at
the request of Mr. Madsen's attorney.

October 7, 1991: Over to the meeting of October 21, 1991 at
the request of Mr. Madsen's attorney.

Action: Deny appeal; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- 3191-91 Appeal of background rejection for Class Q2 Police Officer by Roberta D. Friedman. (Calendar Item No. 6)
- August 19, 1991: Over to the meeting of October 21, 1991 at the request of Ms. Friedman's attorney.
- Action: Over to the meeting of November 18, 1991 at the request of Ms. Friedman's attorney.
-
- 3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. 9)
- September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.
- June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.
- June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.
- July 15, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.
- August 19, 1991: Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.
- Action: Over to the meeting of December 2, 1991 at the request of Mr. Marchand's attorney.
-
- 3231-91 Consideration of amendment to action taken on September 16, 1991: Appeal of the inclusion of provision F of the minimum qualifications in the examination announcement for Class 2895 Deputy Director of Health, Mental Health Programs. (Calendar Item No. 8)
- September 16, 1991: Deny staff report; revise and reissue job announcement upgrading the requirements to include both administrative and clinical expertise, and substitute the phrase "license eligible in California" for Category F in the minimum qualifications.
- Action: 1. Rescind action of September 16, 1991.
2. Adopt staff report; deny appeal.

IN-SERVICE MATTERS

- 6142-91 Posting and adoption of reestablished Civil Service Commission hearing officer panel to hear and determine charges of dismissal against permanent employees covered by the civil service system of the City and County of San Francisco. (Calendar Item No. H)

September 16, 1991: Over to the meeting of October 21, 1991 by Commission action.

Action: Over to the meeting of November 4, 1991 at the request of staff.

- 6144-91 Appeal of the decisions of the General Manager, Personnel by Thomas Giacomelli relating to actions taken regarding a certain position in Class 7318 Electronic Maintenance Technician at the Public Utilities Commission, Hetch Hetchy Project. (Calendar Item No. 12)

September 16, 1991: Over to the meeting of October 21, 1991 at the request of Mr. Giacomelli's attorney.

Action: Adopt staff report; sustain the decision of the General Manager, Personnel; deny appeal of Thomas Giacomelli.

- 6312-91 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, and proposed addition of new Rule 35 - Temporary Assignment for Limited Duty of Employee with Work-Related Disability. (Calendar Item No. 1)

Action: Post pending completion of meet and confer with employee organizations.

- 6313-91 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. F)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

GENERAL MANAGER'S REPORT. (Calendar Item No. 6)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 7)

None.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 21, 1991

PART II - 3 p.m.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Charles Bittner, 7334 Stationary Engineer, 74/E-43, Airports Commission, 8/30/91. (Calendar Item No. 17)

October 7, 1991: Over to the meeting of October 21, 1991 at the request of the Airports Commission.

Action: Off calendar. Request for hearing withdrawn.
Recommendation of Airports Commission to be implemented.

RESIGNATION - SERVICES UNSATISFACTORY

Allan Chinn, 8207 Building and Grounds Patrol Officer, 17/E-5, San Francisco War Memorial and Performing Arts Center, General Administration, 9/10/91. (Calendar Item No. 19)

Action: Over to the meeting of November 4, 1991 at Mr. Chinn's request.

DISMISSAL OF PERMANENT EMPLOYEE

Kathy A. Contreras, 7412 Automotive Service Worker Assistant Supervisor, 20/CPE-2, Public Utilities Commission, San Francisco Municipal Railway, 8/17/91. (Calendar Item No. 20)

September 16, 1991: Over to the meeting of October 21, 1991 at Ms. Contreras' request.

Action: Over to the meeting of November 4, 1991 at the request of Transport Workers Union.

APPEAL OF AUTOMATIC RESIGNATION

John Day, 3417 Gardener, 202/E-8, Recreation and Park Department, Urban Forestry, 9/19/91. (Calendar Item No. 15)

Action: Over to the meeting of November 4, 1991 at the request of Mr. Day's attorney.

APPEAL OF AUTOMATIC RESIGNATION

Ronald Herdman, 2532 Paramedic, 13/E-1, Department of Public Health, San Francisco General Hospital Medical Center, Paramedic Division, 8/26/91.

October 7, 1991: Over to the meeting of October 21, 1991 at Mr. Herdman's request. The Commission stipulated that there would be no further continuances granted.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Mary-Irma Kelley, 1426 Senior Clerk Typist, 6/CPE-51, Civil Service Commission, Management Development Unit, 8/8/91. (Calendar Item No. 16)

September 16, 1991: Over to the meeting of October 7, 1991 at the request of the General Manager, Personnel.

October 7, 1991: Over to the meeting of October 21, 1991 at the request of Local 790.

Action: Over to the meeting of December 2, 1991 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Estela Lima, 2302 Orderly, 21/E-331, Department of Public Health, Laguna Honda Hospital, 9/20/91. (Calendar Item No. 18)

Action: Over to the meeting of November 4, 1991 at the request of Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

Patrick Shortis, 7334 Stationary Engineer, 65/CPE-38, Public Utilities Commission, San Francisco Water Department, 8/15/91. (Calendar Item No. 21)

October 7, 1991: Over to the meeting of October 21, 1991 at the request of Local 39.

Action: Over to the meeting of November 18, 1991 at Mr. Shortis' request.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 22)

None.

ADJOURNMENT (Calendar Item No. 23)



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - NOVEMBER 4, 1991

PART 1 - 2 p.m.

DOCUMENTS DEPT.

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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara (Item Missed: 18)

Excused: Commissioner Donovan

Commissioner Mickins presided.

MINUTES.

Regular Meeting of October 21, 1991.

Action: Approve.

ANNOUNCEMENTS.

- A. Due to the legal holidays which occur in the next several months which conflict with Civil Service Commission meeting dates and due to the Salary Standardization process for Fiscal Year 1992-93, the Civil Service Commission has adopted the following meeting schedule for December 1991, January 1992 and February 1992:

December 2, 1991: the Commission will meet as scheduled.

December 16, 1991: this meeting is cancelled.

January 6, 1992: the Commission will meet as scheduled.

January 20, 1992: this meeting is cancelled due to the Martin Luther King Jr. Birthday Holiday.

January 27, 1992: the Civil Service Commission will hold a Special Meeting for Salary Standardization 1992-93. Notice of time and location will be sent in the near future.

February 3, 1992: the Commission will meet as scheduled.

February 17, 1992: this meeting is cancelled due to the Presidents' Day Holiday.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 2, 1992.

- B. The Civil Service Commission met in closed session on Monday, November 4, 1991 at 1 p.m. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss a matter presenting a significant exposure to litigation.

Present were Commissioners Mickins, Munson and Uyehara.

The Commission consulted with the City Attorney.

RESOLUTIONS OF COMMENDATION.

- A. Kate Favetti, Senior Personnel Analyst, Civil Service Commission, upon her promotion to Senior Departmental Personnel Officer, Public Utilities Commission.
Action: Adopt.
- B. Barney Barron, Superintendent of Parks, Recreation and Park Department, upon his retirement after thirty-five and a half (35½) years of service.
Action: Adopt.

CLASSIFICATION MATTERS

1131-91 Survey of 53 positions in Classes 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst in various departments. (Calendar Item No. 9)

September 16, 1991: Over to the meeting of October 21, 1991 as requested by Local 21 and agreed upon by staff.

October 21, 1991: Over to the meeting of November 4, 1991 at the request of staff.

Action: Adopt staff report as amended.

- I. Amend specifications for Classes 1823 Senior Administrative Analyst (Sch. 60.1 \$171482084) and 1824 Principal Administrative Analyst (Sch. 63.3 \$200482435). Draft amended class specifications as detailed in the staff report.
- II. Amend the class specification for Class 1340 Assistant to the General Manager, Public Utilities Commission, as further amended in the Addendum to the staff report.
- III. A. Allocate, reallocate and confirm permanently - budgeted positions as enumerated in Attachment 3 of the staff report and as amended in Attachment 1 of the Addendum to the staff report; and as further amended by Commission action taken below under subsections B and C.
- B. Adopt staff recommendations for three (3) positions in Class 1824 Principal Administrative Analyst (one position in each of the following departments: Recreation and Park, San Francisco Unified School District and Airports Commission) functioning as Budget Directors and one position in Class 1823 Senior Administrative Analyst at the Airports Commission functioning as an Assistant Budget Director; staff instructed to review these allocations when the two Budget Director positions budgeted as Class A398 and Class A365 at the Public Utilities Commission are surveyed.
- C. Defer action on one position in Class 1824 Principal Administrative Analyst at the Airports Commission currently occupied by Sandra Crumpler; staff to report on this position at a future meeting.

CLASSIFICATION MATTERS (cont.)

1131-91
(cont.)

- IV. Allocate grant funded positions as enumerated in Attachment 3 following the report.
- V. Amend various sections of the Annual Salary Ordinance to reflect the reallocations following the Civil Service Commission meeting of January 6, 1992.
- VI. Advise various departments to amend their budgets to reflect these actions.

1149-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
250-91/92	Airport	Business Development, Inc.
251-91/92	Animal Care and Control	Integrated Business Solutions, Inc.
252-91/92	Arts Commission	Anne Chamberlain
253-91/92	Arts Commission	Sue-Chen Hung
254-91/92	Commission on the Aging	Williams, Adley and Company
255-91/92	Mayor's Office	Richard M. Behm
256-91/92	Mayor's Office	Peter Lloyd Thompson
257-91/92	Mayor's Office	Maggie LaRue
258-91/92	Mayor's Office	Irvine Escrow, Inc.
259-91/92	Public Health	Travelers Aid San Francisco
260-91/92	Public Health	S.F. AIDS Foundation
261-91/92	Public Health	Polaris Research and Development
262-91/92	Public Health	Mission Neighborhood Health Center
263-91/92	Public Utilities Commission	Pacific Auxiliary Fire Alarm Co.

CLASSIFICATION MATTERS (cont.)

1149-91 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	264-91/92	Public Utilities Commission	Sedgwick/Carrie/Leong, a Joint Venture
	265-91/92	Public Works	James Montgomery Engineering
	266-91/92	Real Estate	Flack and Flack Real Estate Appraisal
	267-91/92	Real Estate	Hamilton/Simons & Associates
	268-91/92	Retirement	T.P.F. & C., Consulting Actuaries

Action: Adopt staff report; notify the offices of the Controller
and the Purchaser.

1150-91 Classification of positions in various City departments.
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	2	6331 Building Inspector (Sch. 61.9 \$1871B2274)	Same
Fire	1	1844 Senior Management Assistant (Sch. 57.6 \$1520B1844)	Same
Public Health/ Laguna Honda Hospital	1	2910 Social Worker (Sch. 50.9 \$1104B1336)	2912 Senior Social Worker (Sch. 52.4 \$1185B1436)
Public Health/ SFGH	4	2910 Social Worker (Sch. 50.9 \$1104B1336)	2912 Senior Social Worker (Sch. 52.4 \$1185B1436)
Public Administrator/ Guardian	3	2910 Social Worker (Sch. 50.9 \$1104B1336)	2912 Senior Social Worker (Sch. 52.4 \$1185B1436)
Public Health/ DMSF	1	2912 Senior Social Worker (Sch. 52.4 \$1185B1436)	Same

CLASSIFICATION MATTERS (cont.)

1150-91
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ CMHS	1	2328 Nurse Practitioner (\$1985B2484)	Same
	2	2320 Registered Nurse (\$1761B2060)	Same
Parking and Traffic	1	A095 Director, Operations (J, \$2287B2779)	Establish Class 7140 Director, Parking and Traffic Operations (J, Z Sch. 66.0 \$2287B2779) Draft class specification as detailed in the staff report.

Action: Adopt staff report.

1151-91 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project Series as a Hydrogeologist in the Bureau of Toxics, Health and Safety Services. (Calendar Item No. D)

Action: Adopt staff report. Approve use of Class 9746 Staff Assistant VII, Special Project (\$2409 bi-weekly) to employ a Hydrogeologist in the Department of Public Health for a one year period, pending creation of a new classification and permanent appointment.

COMPENSATION MATTERS

2405-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Lynette McLamb 2230 Physician Specialist	Public Health	4	4

COMPENSATION MATTERS (cont.)

2405-91 2. TEMPORARY EXEMPT APPOINTMENTS
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Maureen MacArt A921 Construction Contract Specialist I	Public Works	3	3 6/30/92
Michele Pla A893 Manager, Clean Water Program Planning and Control	Public Works	5	5 6/30/92

Action: Adopt staff report.

EXAMINATION MATTERS

3214-91 Appeal by Patricia Dolan of staff denial of protest of oral/performance examination for Class 2940 Child Welfare Worker. (Calendar Item No. 1)

Action: Over to the meeting of November 18, 1991 at Ms. Dolan's request.

3629-91 Appeal of background rejection for Class 8304 Deputy Sheriff by Michael Callery. (Calendar Item No. 11)

Action: Deny appeal, sustain the decision of the Sheriff.

IN-SERVICE MATTERS

6142-91 Posting and adoption of reestablished Civil Service Commission hearing officer panel to hear and determine charges of dismissal against permanent employees covered by the civil service system of the City and County of San Francisco. (Calendar Item No. G)

September 16, 1991: Over to the meeting of October 21, 1991 by Commission action.

IN-SERVICE MATTERS (cont.)

- 6142-91 October 21, 1991: Over to the meeting of November 4, 1991 at
(cont.) the request of staff.
- Action: Over to the meeting of November 18, 1991 at the request
 of the San Francisco Labor Council.
- 6388-91 Regarding the future employability of Maria Limon, Class 2320
 Registered Nurse. (Calendar Item No. F)
- Action: No future employment with the City and County of San
 Francisco.
- 6411-91 Request to designate Class 2932 Senior Psychiatric Social Worker as
 promotive for layoff purposes. (Calendar Item No. E)
- Action: Adopt staff report; designate Class 2932 Senior
 Psychiatric Social Worker as promotive for layoff
 purposes.
- 6412-91 Appeal of staff denial of request for approval of additional
 employment. (Calendar Item No. 10)
- Action: Adopt staff report; deny appeal of Alto L. Moseley.
 (no show).
- 6413-91 Review of new Personnel Requisitions with special qualifications or
 skills and authorization for Exception to the Order of Layoff if
 such positions are subject to displacement. (Calendar Item No. H)
- Action: Adopt staff report; authorize Exception to the Order of
 Layoff pursuant to Civil Service Commission Rule 32 -
 Layoff and Involuntary Leave, Section 32.05 - Exceptions
 to Order of Layoff, if positions requiring special
 qualifications or skills are subject to displacement.
 Prior to effecting any exceptions, the department is
 required to canvass all more senior employees in that
 department and class to determine if a more senior
 employee possesses the requisite qualifications or
 skills.

GENERAL MANAGER'S REPORT. (Calendar Item No. 7)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 8)

None.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 4, 1991

PART II - 3 p.m.

DISMISSAL OF PERMANENT EMPLOYEE

Jimmie N. Carter, 7449 Sewer Service Worker, 4/CPE-3, Department of Public Works, Street and Sewer Division, 10/3/91. (Calendar Item No. 19)

Action: Over to the meeting of December 2, 1991 at Mr. Carter's request.

RESIGNATION - SERVICES UNSATISFACTORY

Allan Chinn, 8207 Building and Grounds Patrol Officer, 17/E-5, San Francisco War Memorial and Performing Arts Center, General Administration, 9/10/91. (Calendar Item No. 16)

October 21, 1991: Over to the meeting of November 4, 1991 at Mr. Chinn's request.

Action: Over to the meeting of November 18, 1991 at the request of Local 790.

DISMISSAL OF PERMANENT EMPLOYEE

Kathy A. Contreras, 7412 Automotive Service Worker Assistant Supervisor, 20/CPE-2, Public Utilities Commission, San Francisco Municipal Railway, 8/17/91. (Calendar Item No. 18)

September 16, 1991: Over to the meeting of October 21, 1991 at Ms. Contreras' request.

October 21, 1991: Over to the meeting of November 4, 1991 at the request of Transport Workers Union.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

John Day, 3417 Gardener, 202/E-8, Recreation and Park Department, Urban Forestry, 9/19/91. (Calendar Item No. 13)

October 21, 1991: Over to the meeting of November 4, 1991 at the request of Mr. Day's attorney.

Action: Deny appeal. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Estela Lima, 2302 Orderly, 21/E-331, Department of Public Health, Laguna Honda Hospital, 9/20/91. (Calendar Item No. 14)

October 21, 1991: Over to the meeting of November 4, 1991 at the request of Department of Public Health.

Action: Off calendar at the request of the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Barbara Mickins, 2830 Public Health Nurse, 18/E-84, Department of Public Health, Community Public Health Services, 8/2/91. (Calendar Item No. 15)

Action: Over to the meeting of November 18, 1991 at the request of Local 790.

RESIGNATION - SERVICES UNSATISFACTORY

Patricia Veneman, 2320 Registered Nurse, 9/E-865, Department of Public Health, Central Office, 7/17/91. (Calendar Item No. 17)

Action: Off calendar at the request of the Department of Public Health.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 20)

None.

ADJOURNMENT (Calendar Item No. 21)

In memory of Roy Paul Mansir, Sr., father of Monte Mansir of the Civil Service Commission staff.



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

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MINUTES OF MEETING

REGULAR MEETING - NOVEMBER 18, 1991

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Mickins presided.

MINUTES.

Regular Meeting of November 4, 1991.

Action: Approve.

ANNOUNCEMENTS.

1. Due to the legal holidays which occur in the next several months which conflict with Civil Service Commission meeting dates and due to the Salary Standardization process for Fiscal Year 1992-93, the Civil Service Commission has adopted the following meeting schedule for December 1991, January 1992 and February 1992:

December 2, 1991: the Commission will meet as scheduled.

December 16, 1991: this meeting is cancelled.

January 6, 1992: the Commission will meet as scheduled.

January 20, 1992: this meeting is cancelled due to the Martin Luther King Jr. Birthday Holiday.

January 27, 1992: the Civil Service Commission will hold a Special Meeting for Salary Standardization 1992-93. Notice of time and location will be sent in the near future.

February 3, 1992: the Commission will meet as scheduled.

February 17, 1992: this meeting is cancelled due to the Presidents' Day Holiday.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 2, 1992.

2. The Civil Service Commission met with the City Attorney in closed session on Monday, November 18, 1991 at 1 p.m. in Room 154C City Hall pursuant to Sections 54956.9, 54957, and 54957.6 of the Government Code of the State of California to discuss (1) a matter presenting a significant exposure to litigation; (2) labor relations issues; and, (3) a personnel matter.

Present were Commissioners Mickins, Munson, Donovan and Uyehara.

The Commission took no action on the personnel matter or the matter presenting a significant exposure to litigation. On the labor relations issues, the Commission instructed its labor negotiator.

CLASSIFICATION MATTERS

1144-91 Review of request for approval of proposed personal services contract. (Calendar Item No. A)

October 21, 1991: Over to the meeting of November 18, 1991 at the request of Local 790.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
223-91/92	Juvenile Probation	Law Enforcement Psychological Services

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

- 1154-91 Classification of positions in various City departments.
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	1956 Senior Purchaser (Sch. 59.1 \$1634B1985)	1958 Supervising Purchaser (Sch. 63.1 \$1985B2412)
Public Health/ SFGH	1	2323 Clinical Nurse Specialist (2199B2752)	Same
	1	2328 Nurse Practitioner (\$1985B2484)	Same

AMEND THE FOLLOWING CLASS:

<u>Existing Class and Rate</u>	<u>Recommended Class</u>
3321 Senior Animal Keeper (Sch. 54.0 \$1279B1550)	Amend the class specification for 3321 Senior Animal Keeper. Draft class specification as detailed in the staff report.

Action: Adopt staff report.

- 1155-91 Review of requests for approval of proposed personal services
contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
269-91/92	Airport	First Interstate Bank, Bond Trustee
270-91/92	Arts Commission	Daniel Martinez, Rene Petrooulos, Roger White
271-91/92	CAO	Micro Services Plus
272-91/92	Public Health	University of California/SFGH

CLASSIFICATION MATTERS (cont.)

1155-91 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	273-91/92	Public Health	The Support Center
	274-91/92	Public Works	Woodward-Clyde Consultants
	275-91/92	Social Services	Wright Marketing, Inc. DBA National Homecare Systems
	276-91/92	Social Services	In Home Supportive Services Consortium of San Francisco, Inc.
	277-91/92	Social Services	Lisa Coffman
Action:	1.	Contract Number 277-91/92 off calendar at the request of the Department of Social Services.	
	2.	Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.	

COMPENSATION MATTERS

2415-91 Requests for appointment above the entrance rate for various
employees. (Calendar Item No. D)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Robert F. Bradford 5164 Water Resources and Planning Manager	Public Utilities Commission	5	5
Anne Cook 9378 Development Project Coordinator	Port	4	4
Celeste Bell 8176 Trial Attorney	City Attorney	4	4
C. Thornton Bunch 8182 Head Attorney	City Attorney	5	5
Melissa Flower 3374 Volunteer Coordinator	Animal Care and Control	5	5

COMPENSATION MATTERS (cont.)

2415-91 1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Faye Woods 1435 Shelter Office Supervisor	Animal Care and Control	5	5
All Appointments in Class 7377 Stage Electrician	War Memorial	5	5

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Elizabeth Clogher A988 Safety Analyst	Public Works	5	5 6/30/92
As Needed Appointments in Class 2548 Occupational Therapist	Public Health	5	5 6/30/92

Action: Adopt staff report.

2419-91 Requests for supervisory differential adjustments as provided by
Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. E)

Action: Adopt staff report; approve supervisory differential
adjustments; notify departments accordingly.

EXAMINATION MATTERS

3191-91 Appeal of background rejection for Class Q2 Police Officer by
Roberta D. Friedman. (Calendar Item No. 9)

August 19, 1991: Over to the meeting of October 21, 1991 at
the request of Ms. Friedman's attorney.

October 21, 1991: Over to the meeting of November 18, 1991 at
the request of Ms. Friedman's attorney.

Action: Over to the meeting of December 2, 1991 at the request
of Ms. Friedman's attorney.

EXAMINATION MATTERS (cont.)

- 3214-91 Appeal by Patricia Dolan of staff denial of protest of oral/performance examination for Class 2940 Child Welfare Worker. (Calendar Item No. 11)
- November 4, 1991: Over to the meeting of November 18, 1991 at Ms. Dolan's request.
- Action: Over to the meeting of January 6, 1992 at the request of Local 535.
- 3270-91 Challenges of the oral examination for Class 1220 Payroll Clerk and Class 1222 Senior Payroll and Personnel Clerk. (Calendar Item No. 8)
- Action: Adopt staff report; deny appeals.
- 3578-91 Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (Calendar Item No. 10)
- July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.
- August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.
- September 16, 1991: Over to the meeting of November 18, 1991 at the request of Mr. Lara's attorney.
- Action: Over to the meeting of January 6, 1992 at the request of Mr. Lara's attorney.

IN-SERVICE MATTERS

- 6142-91 Posting and adoption of reestablished Civil Service Commission hearing officer panel to hear and determine charges of dismissal against permanent employees covered by the civil service system of the City and County of San Francisco. (Calendar Item No. F)
- September 16, 1991: Over to the meeting of October 21, 1991 by Commission action.
- October 21, 1991: Over to the meeting of November 4, 1991 at the request of staff.

IN-SERVICE MATTERS (cont.)

6142-91 November 4, 1991: Over to the meeting of November 18, 1991 at
(cont.) the request of the San Francisco Labor
Council.

Action: Post for five days as required by Civil Service
Commission Rule 6, Section 6.06; adopt and notify
departments accordingly.

6469-91 Review of new Personnel Requisitions with special qualifications or
skills and authorization for Exception to the Order of Layoff if
such positions are subject to displacement. (Calendar Item No. H)

Action: Adopt staff report; authorize Exception to the Order of
Layoff pursuant to Civil Service Commission Rule 32 -
Layoff and Involuntary Leave, Section 32.05 - Exceptions
to Order of Layoff, if positions requiring special
qualifications or skills are subject to displacement.
Prior to effecting any exceptions, the department is
required to canvass all more senior employees in that
department and class to determine if a more senior
employee possesses the requisite qualifications or
skills.

6470-91 Proposed amendments to the Civil Service Commission Rules to
implement Proposition C (November 5, 1991 Election).
(Calendar Item No. G)

Action: Post, as amended to correct clerical error and to add
certain referencing, for adoption at the meeting of
December 2, 1991; to be effective upon effective date of
Proposition C.

GENERAL MANAGER'S REPORT. (Calendar Item No. 6)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 7)

The Commission discussed procedures for implementation of recently
passed Charter amendments and directed that there be a Special Order
of Business at 4:30 p.m. at future meetings for the Commission to
receive input and comment. The Commission requested regular reports
on the agenda from Civil Service Commission Unit Managers.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 18, 1991

PART II - 3 p.m.

RESIGNATION - SERVICES UNSATISFACTORY

Allan Chinn, 8207 Building and Grounds Patrol Officer, 17/E-5, San Francisco War Memorial and Performing Arts Center, General Administration, 9/10/91. (Calendar Item No. 17)

October 21, 1991: Over to the meeting of November 4, 1991 at Mr. Chinn's request.

November 4, 1991: Over to the meeting of November 18, 1991 at the request of Local 790.

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

Laura Farve, 9163 Transit Operator, 110/E-120, Public Utilities Commission, San Francisco Municipal Railway, 10/8/91. (Calendar Item No. 20)

Action: No restrictions on future employment as recommended by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Anthony Jones, 8204 Institutional Police Officer, 1/RR-0001, Department of Public Health, Central Office, 10/28/91. (Calendar Item No. 16)

Action: Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health. (Vote of 3 to 1: Commissioner Mickins dissents).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Barbara Mickins, 2830 Public Health Nurse, 18/E-84, Department of Public Health, Community Public Health Services, 8/2/91. (Calendar Item No. 14)

November 4, 1991: Over to the meeting of November 18, 1991 at the request of Local 790.

Action: Over to the meeting of December 2, 1991 at the request of the Department of Public Health. Over to the meeting of January 6, 1992 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sergio Orzynski, 1720 Data Entry Operator, 78/E-11, Department of Public Health, Laguna Honda Hospital, 10/15/91. (Calendar Item No. 15)

Action: Over to the meeting of December 2, 1991 at the request of the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

Gladys Ruiz, 1424 Clerk Typist, 422/E-1, Department of Public Health, Community Public Health Services, 10/18/91. (Calendar Item No. 13)

Action: Over to the meeting of December 2, 1991 at the request of Local 790.

DISMISSAL OF PERMANENT EMPLOYEE

Patrick Shortis, 7334 Stationary Engineer, 65/CPE-38, Public Utilities Commission, San Francisco Water Department, 8/15/91. (Calendar Item No. 19)

October 7, 1991: Over to the meeting of October 21, 1991 at the request of Local 39.

October 21, 1991: Over to the meeting of November 18, 1991 at Mr. Shortis' request.

Action: Over to the meeting of January 6, 1992 at Mr. Shortis' request. The Commission stipulated that this was the final continuance.

DISMISSAL OF PERMANENT EMPLOYEE

Jane Wickman, 2320 Registered Nurse, 10/E-679, Department of Public Health, San Francisco General Hospital Medical Center, 2/6/87.
(Calendar Item No. 18)

March 13, 1987: Over to the meeting of April 6, 1987 at Ms. Wickman's request.

April 6, 1987: Off calendar. Ms. Wickman to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Civil Service determination of future employment.

Action: No restrictions on future employment as recommended by the Department of Public Health (per letter of November 18, 1991).

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 21)

None.

ADJOURNMENT (Calendar Item No. 22)



City and County of San Francisco

CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING MINUTES

DECEMBER 2, 1991

ROOM 282 CITY HALL

4:30 p.m.

DOCUMENTS DEPT.

DEC 6 1991

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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios

Excused: Commissioner Uyehara

Commissioner Mickins presided.

- (1) Hearing concerning changing certain Civil Service Commission Rules and procedures as a result of the passage of Propositions C, D and E at the November 5, 1991 Election.

Comments were received from the following persons:

Kate Favetti, Public Utilities Commission
Bob McDonnell, Laborers Union
Helen Moss, Local 790
David Novogrodsky, Local 21
Richard Rothman, City Employee

— FROM —

SAN FRANCISCO CIVIL SERVICE COMMISSION

151 CITY HALL

SAN FRANCISCO, CALIFORNIA 94102

To



City and County of San Francisco

CIVIL SERVICE COMMISSION

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JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - DECEMBER 2, 1991

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios

Excused: Commissioner Uyehara

Commissioner Mickins presided.

MINUTES.

Regular Meeting of November 18, 1991.

Action: Approve.

ANNOUNCEMENTS.

- A. Due to the legal holidays which occur in the next several months which conflict with Civil Service Commission meeting dates and due to the Salary Standardization process for Fiscal Year 1992-93, the Civil Service Commission has adopted the following meeting schedule for December 1991, January 1992 and February 1992:

December 16, 1991: this meeting is cancelled.

January 6, 1992: the Commission will meet as scheduled.

January 20, 1992: this meeting is cancelled due to the Martin Luther King Jr. Birthday Holiday.

January 27, 1992: the Civil Service Commission will hold a Special Meeting for Salary Standardization 1992-93. Notice of time and location will be sent in the near future.

February 3, 1992: the Commission will meet as scheduled.

February 17, 1992: this meeting is cancelled due to the Presidents' Day Holiday.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 2, 1992.

- B. The Civil Service Commission met with the City Attorney in closed session on Monday, December 2, 1991 at 12 Noon in Room 154C City Hall pursuant to Sections 54956.9 and 54957.6 of the Government Code of the State of California to discuss pending litigation in the matter of International Federation of Professional and Technical Engineers, Local 21, AFL-CIO, et al. v. Art Agnos, et al. (Superior Court No. 936-328) and to instruct its labor negotiator on labor relations issues.

Present were Commissioner Mickins, Donovan, Munson and Rios.

The Commission took no action on the matter related to litigation.

On the labor relations issues, the Commission instructed its labor negotiator.

CLASSIFICATION MATTERS

1160-91 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
278-91/92	Board of Supervisors	BPA Economics
279-91/92	City Planning	Roma Design Group and Associated Consultants

CLASSIFICATION MATTERS (cont.)

1160-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
280-91/92	Civil Service Commission	Cooperative Personnel Services
281-91/92	Commission on Aging	Suicide Prevention
282-91/92	Controller	Curtis Jiang, Inc.
283-91/92	Controller	Main Consulting, Inc.
284-91/92	Controller	Melco Systems, Inc.
285-91/92	Controller	Melotech, Inc.
286-91/92	Controller	S.K. White Consulting
287-91/92	Controller	TEMCO, Inc.
288-91/92	Controller	S.K. White Consulting
289-91/92	Port	F.E. Jordan Associates, Inc.
290-91/92	Port	Oracle Corp.
291-91/92	Port	Carol M. Brown
292-91/92	Port	Moffatt & Nichol/AGS/Kwan Henmi; an Association
293-91/92	Public Health	Central City Hospitality House
294-91/92	Public Health	UCSF/AIDS Health Project
295-91/92	Public Health	UCSF-SFGH Family Planning
296-91/92	Public Health	Women's Institute of Mental Health
297-91/92	Public Health	Bayview Hunter's Point Foundation
298-91/92	Public Health	Glide Foundation
299-91/92	Public Health	DSA Medical Services, Inc./Western Cytopathology Lab., Inc.

CLASSIFICATION MATTERS (cont.)

1160-91
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
300-91/92	Public Health	Pharmedix
301-91/92	Public Health	Planned Parenthood of Alameda/S.F.
302-91/92	Public Health	University of California at S.F.
303-91/92	Public Health	ADL Data Systems, Inc.
304-91/92	Public Works	Geo/Resource Consultants, Inc.
305-91/92	Public Works	Eureka Laboratories, Inc.
306-91/92	Sheriff	Linda Connelly & Associates
307-91/92	Social Services	Community Housing Partnership
308-91/92	Social Services	Manor Investment Co., Inc., DBA: C & C Check Cashing Co.

- Action:
1. Contract Number 278-91/92 over to the meeting of January 6, 1992 at the request of the Clerk of the Board.
 2. Contract Number 289-91/92 off calendar at the request of the Port.
 3. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser (Contracts 279-91/92 and 282-91/92 through 287-91/92 approved by a Vote of 3 to 1: Commissioner Rios dissents).

1161-91 Classification of positions in various City departments.
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Sheriff	1	8308 Sheriff's Sergeant (Sch. 58.2 \$1565B1899)	Same

CLASSIFICATION MATTERS (cont.)

1161-91
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	2	8304 Deputy Sheriff (Sch. 54.1 \$1285B1558)	Same
Public Works	2	5252 Assistant Mechanical Engineer (Sch. 56.9 \$1470B1782)	Same
	1	5208 Civil Engineer (Sch. 63.4 \$2014B2449)	Same
	1	5364 Civil Engineering Associate I (Sch. 55.8 \$1394B1690)	Same
	1	1446 Secretary II (Sch. 50.0 \$1057B1279)	Same
	1	1706 Telephone Operator (Sch. 46.0 \$874B1057)	Same
Public Health/ SFGH	2	2320 Registered Nurse (\$1761B2060)	Same
Public Health/ Central Office	2	2320 Registered Nurse (\$1761B2060)	Same
Public Health/ CMHS	1	1446 Secretary II (Sch. 50.0 \$1057B1279)	1428 Unit Clerk (Sch. 49.2 \$1018B1232)
Public Health/ DMSF	1	2323 Clinical Nurse Specialist (\$1994B2752)	2322 Head Nurse (\$2135B2754)

Action: Adopt staff report.

COMPENSATION MATTERS

2427-91 Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>STEP DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>RECOMMENDED</u>
Mark Hawks 2320 Registered Nurse	Public Health	5	5
Robert Froines 9210 Airport Police Officer	Airport	5	5
Stan Williams 9210 Airport Police Officer	Airport	5	5
Maria Chavez 1487 Financial Aids Assistant	SFCCD	2	2
Lynne Nelson 8165 Workers' Compensation Supervisor I	Retirement	5	5

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Edward Cotton 2920 Medical Social Worker	Public Health	2	2 6/30/92
Dorothy Cox 9774 Senior Community Development Specialist I	Mayor	3	3 6/30/92
Linda Richards 1879 Project Manager Special Projects	Controller	2	2 6/30/92
Marc Rosaaen 1824 Principal Administrative Analyst	Purchaser	3	3 6/30/92

COMPENSATION MATTERS

2427-91
(cont.)

- Action:
1. Matter pertaining to Maria Chavez in Section 1: over to the meeting of January 6, 1992 at the request of Local 790.
 2. Adopt staff report on remaining matters.

EXAMINATION MATTERS

3191-91 Appeal of background rejection for Class Q2 Police Officer by
Roberta D. Friedman. (Calendar Item No. 8)

August 19, 1991: Over to the meeting of October 21, 1991 at the request of Ms. Friedman's attorney.

October 21, 1991: Over to the meeting of November 18, 1991 at the request of Ms. Friedman's attorney.

November 18, 1991: Over to the meeting of December 2, 1991 at the request of Ms. Friedman's attorney.

Action: Deny appeal; sustain the decision of the Chief of Police.

3203-90 Appeal of background rejection for Class Q2 Police Officer by
Edouard D. Marchand. (Calendar Item No. F)

September 17, 1990: Off calendar at the request of appellant.
Mr. Marchand to notify the Assistant
Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.

July 15, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.

August 19, 1991: Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.

October 21, 1991: Over to the meeting of December 2, 1991 at the request of Mr. Marchand's attorney.

Action: Over to the meeting of January 6, 1992 at the request of Mr. Marchand's attorney.

EXAMINATION MATTERS (cont.)

- 3614-91 Appeal of background rejection for Class H2 Firefighter by James A. Smith. (Calendar Item No. 9)

Action: Over to the meeting of January 6, 1992 at Mr. Smith's request.

- 3617-91 Appeal of background rejection for Class H2 Firefighter by Mike Szeto. (Calendar Item No. 10)

Action: Adopt staff report; deny appeal of Mike Szeto (Mr. Szeto did not appear).

IN-SERVICE MATTERS

- 6470-91 Proposed amendments to the Civil Service Commission Rules to implement Proposition C (November 5, 1991 Election). (Calendar Item No. D)

November 18, 1991: Post, as amended to correct clerical error and to add certain referencing, for adoption at the meeting of December 2, 1991; to be effective upon effective date of Proposition C.

Action: Adopt; to be effective upon receipt of notification from the Secretary of State that the Charter amendment has been filed in her office.

- 6508-91 Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. E)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

6509-91 Future employability of Ms. Glenna Benjamin, Class 2320 Registered Nurse, Department of Public Health. (Calendar Item No. 11)

October 18, 1991: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Action: Deny appeal; sustain the decision of the General Manager, Personnel (Ms. Benjamin did not appear).

6514-91 Request for provisional appointment in Class 1823 Senior Administrative Analyst, Department of Public Health. (Calendar Item No. 12)

Action: Over to the meeting of January 6, 1992 at the request of the Department of Public Health.

GENERAL MANAGER'S REPORT. (Calendar Item No. 6)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 7)

None.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 2, 1991

PART II - 3 p.m.

DISMISSAL OF PERMANENT EMPLOYEE

Jimmie N. Carter, 7449 Sewer Service Worker, 4/CPE-3, Department of Public Works, Street and Sewer Division, 10/3/91. (Calendar Item No. 19)

November 4, 1991: Over to the meeting of December 2, 1991 at Mr. Carter's request.

Action: Over to the meeting of January 6, 1992 at the request of the Department of Public Works.

APPEAL OF AUTOMATIC RESIGNATION

Saul Contreras, 1630 Account Clerk, 135/CPE-1, Department of Social Services, 11/3/91. (Calendar Item No. 16)

Action: Off calendar by Commission action.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Mary-Irma Kelley, 1426 Senior Clerk Typist, 6/CPE-51, Civil Service Commission, Management Development Unit, 8/8/91. (Calendar Item No. 17)

September 16, 1991: Over to the meeting of October 7, 1991 at the request of the General Manager, Personnel.

October 7, 1991: Over to the meeting of October 21, 1991 at the request of Local 790.

October 21, 1991: Over to the meeting of December 2, 1991 at the request of Local 790.

Action: Dismiss from the Service. Not to be employed again by the Civil Service Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sergio Orzynski, 1720 Data Entry Operator, 78/E-11, Department of Public Health, Laguna Honda Hospital, 10/15/91. (Calendar Item No. 18)

November 18, 1991: Over to the meeting of December 2, 1991 at the request of the Department of Public Health.

Action: Over to the meeting of January 6, 1992 at the request of Local 790.

APPEAL OF AUTOMATIC RESIGNATION

Jonathan Pesner, Ph.D., 2574 Clinical Psychologist, 2/E-20, Department of Public Health, Laguna Honda Hospital, 10/30/91. (Calendar Item No. 15)

Action: Over to the meeting of January 6, 1992 at Dr. Pesner's request.

APPEAL OF AUTOMATIC RESIGNATION

Gladys Ruiz, 1424 Clerk Typist, 422/E-1, Department of Public Health, Community Public Health Services, 10/18/91. (Calendar Item No. 14)

November 18, 1991: Over to the meeting of December 2, 1991 at the request of Local 790.

Action: Off calendar at the request of the Department of Public Health.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 20)

None.

ADJOURNMENT (Calendar Item No. 21)

